HOW TO GIVE DELEGATION AUTHORITY

What is a delegate? A delegate is a person you set up with full access into your account to create expense reports, access your Settings menu, Home screen and Reports. However, they **WILL NOT** have access or authority to approve expense reports on your behalf. You and your delegate will receive e-mail notifications regarding approval, rejection or adjustments to any reports created by your delegate. You have the ability to designate more than one delegate.

Log into the Chrome River application on any web browser by going to the JMU webpage (www.jmu.edu). Choose Faculty/Staff and the IS Applications. Choose Chrome River.

Enter your DUO Information

JAMES MADISON UNIVERSITY.

Authentication with Duo is required for the requested service.

JAMES MADISON UNIVERSITY.

☰ Settings

Device:

Android (XXX-XXX-1461) ⌄

Send Me a Push

Enter a Passcode

☑ Remember me for 24 hours

Cancel this Request

Eter your EMPLID and password then Click Log in.

JAMES MADISON UNIVERSITY.

JMU e-ID

wells2tm

Password

****

[Log in]

You can also access the Chrome River application by the Accounts Payable webpage.

MORE JMU ☑ Search JMU 🔍

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Travel Program

The Finance Office has partnered with Chrome River to provide campus with an electronic travel management solution which replaces the paper Travel Expense Reimbursement Voucher (TERV) and the paper International Travel Authorization Form (TA).

Travel incurred after July 1, 2017 is required to be processed through the Chrome River system, and paper TERVs and TAs will no longer be accepted.

Click here to login to Chrome River using your JMU credentials.

Chrome River Resources:

Chrome River Contact Information

Chrome River FAQs

Chrome River Forms

Chrome River Training and Help

Links

AP Forms

Frequently Asked Questions

Other Financial Forms

JMU Office of Finance

Massanutten Hall   crowepm@jmu.edu
MSC 5719   540/568-6433
1031 S. Main Street   Fax: 540/568-3346
Harrisonburg, Virginia 22807

This is the Welcome or Home Screen.

In the upper right had corner of the Welcome Screen, Click on your Name and then Click Settings.

You will see this screen. Click Delegate Settings.

Click on Add New Delegate.

Click in the Box a drop down list of names will appear. Type in the name of the person you want to give access to your account and Click their name.
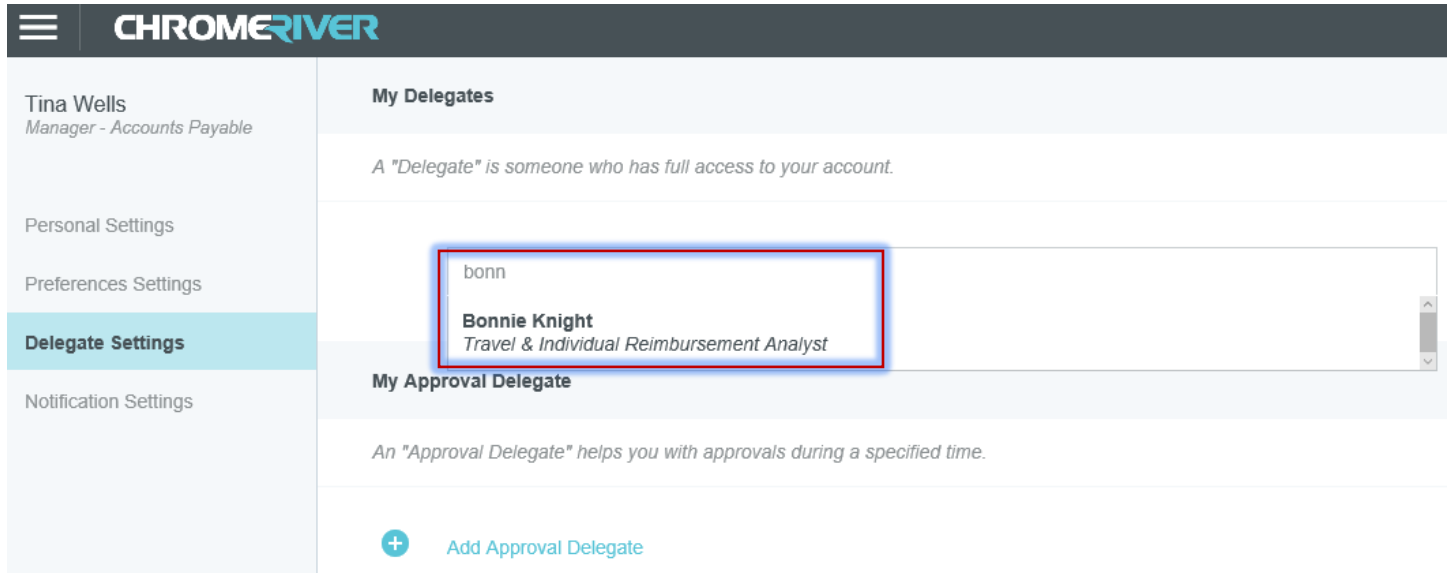
Once you choose their name this person will be able to "delegate" into your account and process expense reports on your behalf. They **WILL NOT** be able to Approve on your behalf.
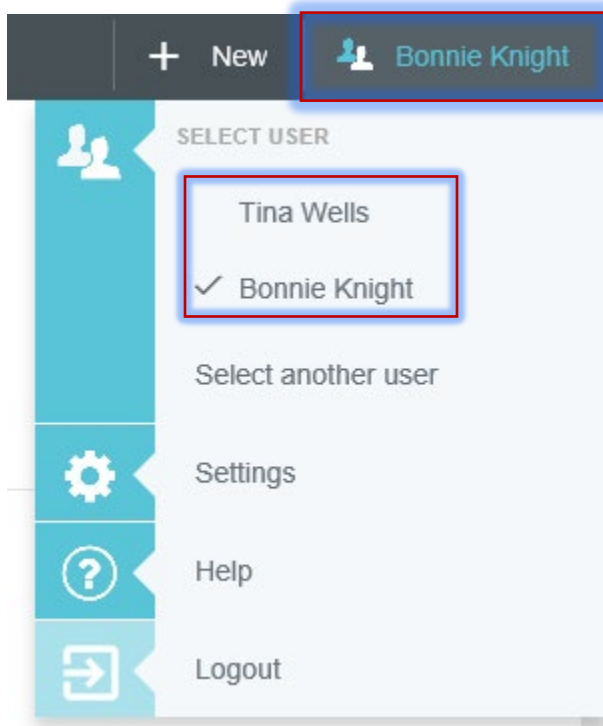
Now, Bonnie Knight is able to choose Tina Wells and process an expense report on her behalf.

Note: This person is a Delegate as long as you leave them a Delegate. If you no longer want this person as your Delegate, complete the steps above and Click the "X" and it will delete them.