DEMIS identifies users by their myKU portal username and password. No additional username or password is required.

All DEMIS Financials users must be approved by their respective department heads and should receive training before using the system. For access to the DEMIS Financials Portal all users must submit the "PeopleSoft Financials Access Form". Access to DEMIS Financials will be granted the Monday after the request has been made. For an emergency activation, or to request access to DEMIS Financials without PeopleSoft access please e-mail fsku@ku.edu.

1 Accessing the DEMIS Portal. The DEMIS portal is accessed through the webpage located here. Enter the username and password and click the 'Sign In' button.

2 Read the DEMIS User Agreement. By accessing the DEMIS Portal you must adhere to the DEMIS User Agreement located on the main page of the DEMIS Portal.
3 Financials Portal. To access the DEMIS Financials page in the portal click the ‘Financials’ tab.

4 DEMIS Announcements. Any DEMIS related announcements from OIRP will be located at the top of the ‘General’ tab in the DEMIS portal.

5 Help and Training Information. Any DEMIS related training available from OIRP will be listed in the ‘Help and Training Information’ section on the ‘General’ tab in the DEMIS portal. For DEMIS Financials specific training please visit the [FMS DEMIS Financials Training](#) website.

6 Links to External Sites. Useful links are listed in this section to for the user to quickly navigate to a particular website.

7 Accessing DEMIS Off-Campus. To access DEMIS off-campus a user must VPN into the KU network using the KU Anywhere program. Instructions to download and use KU Anywhere can be found [here](#).