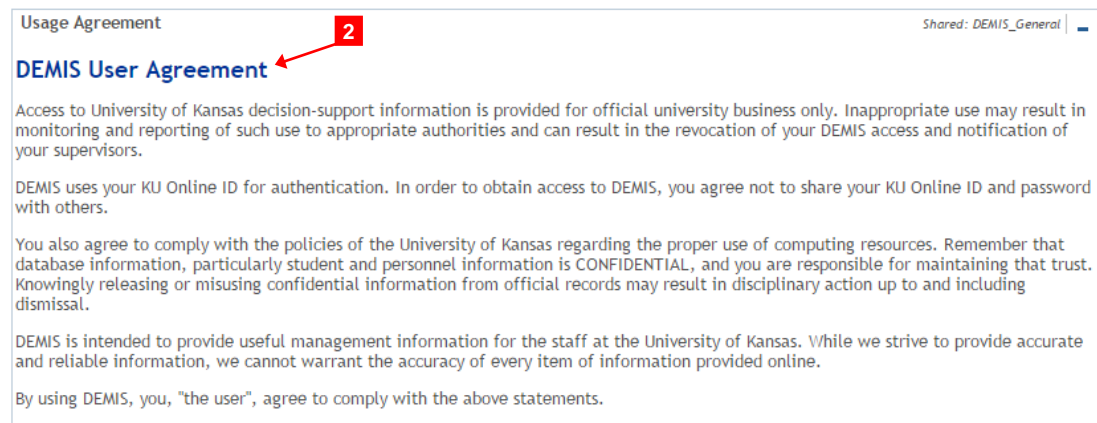


DEMIS identifies users by their myKU portal username and password. No additional username or password is required.

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.

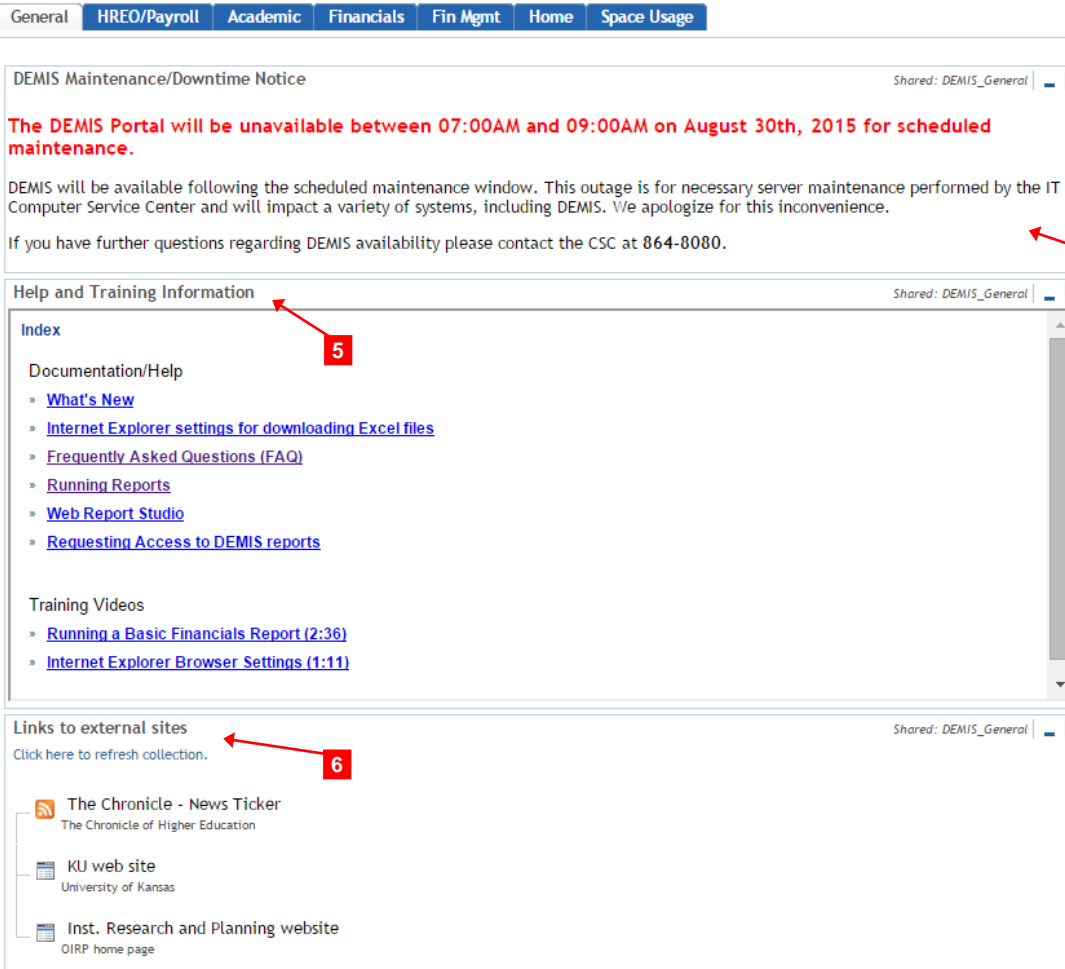
1 Accessing the DEMIS Portal. The DEMIS portal is accessed through the webpage located [here](#). Enter the username and password and click the 'Sign In' button.



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.

LOG ON TO DEMIS FINANCIALS

DEMIS Portal



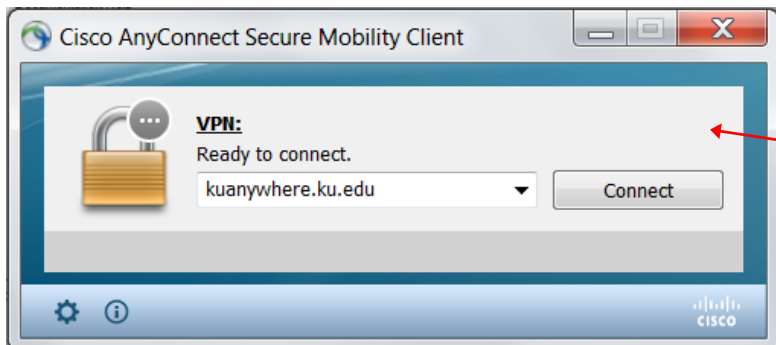
The screenshot shows the DEMIS Portal interface. At the top, there is a navigation bar with tabs: General, HREO/Payroll, Academic, Financials, Fin Mgmt, Home, and Space Usage. A red callout '3' points to the 'Financials' tab. Below the navigation bar, there is a section titled 'DEMIS Maintenance/Downtime Notice' with a red callout '4' pointing to the text. The notice states: 'The DEMIS Portal will be unavailable between 07:00AM and 09:00AM on August 30th, 2015 for scheduled maintenance.' Below this, there is a section titled 'Help and Training Information' with a red callout '5' pointing to the 'Index' link. The 'Index' section contains links for 'Documentation/Help' (What's New, Internet Explorer settings for downloading Excel files, Frequently Asked Questions (FAQ), Running Reports, Web Report Studio, Requesting Access to DEMIS reports) and 'Training Videos' (Running a Basic Financials Report (2:36), Internet Explorer Browser Settings (1:11)). At the bottom, there is a section titled 'Links to external sites' with a red callout '6' pointing to the text 'Click here to refresh collection.' Below this, there are three links: 'The Chronicle - News Ticker', 'KU web site', and 'Inst. Research and Planning website'.

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.



The screenshot shows the Cisco AnyConnect Secure Mobility Client interface. It features a padlock icon and the text 'VPN: Ready to connect.' Below this, there is a dropdown menu with 'kuanywhere.ku.edu' selected and a 'Connect' button. A red callout '7' points to the 'Connect' button.

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](#).

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