Log in to NUPlans Web Forecasting

Access NUPlans Forecasting from two locations:

1. Find NUPlans on the NUPortal (https://nuportal.northwestern.edu/) on the Financial, Accounting, and Budgeting tabs under System Login.
2. Find NUPlans on the Financial Applications Gateway (http://ffra.northwestern.edu/gateway/) under Budgeting.

Recommended Browsers

Get the best performance in NUPlans Web Forecasting with the recommended browsers.

<table>
<thead>
<tr>
<th>Internet Explorer</th>
<th>Firefox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Compatibility Mode with versions 9 and higher.</td>
<td>Firefox is supported for both Mac and Windows operating systems.</td>
</tr>
</tbody>
</table>

Compatible and Supported Browser Versions

Find a full list of compatible and supported browsers for NUPlans on the NUIT Administrative Systems site at Resources > Browsers (http://ffra.northwestern.edu/resources/browsers.html).

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Browser</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac OS X</td>
<td>Firefox</td>
<td>Versions 10, 15, and 17 are compatible</td>
</tr>
</tbody>
</table>
| Windows          | MS Internet Explorer | Version 6.x is compatible  
Version 7.x and 8.x are actively supported  
Versions beyond these are assumed compatible  |
|                  | Firefox     | Version 10 is actively supported  
Versions 15 and 17 are compatible  
Versions beyond these are assumed compatible |

Recommended Browser Settings

- Add the NUPlans URL as a trusted site and allow pop-ups for the URL.
- In Internet Explorer, version 9 or above, select Compatibility View (Tools > Compatibility View).
- In Internet Explorer, adjust Security Settings to allow downloads in order to export to Excel from NUPlans (Tools > Internet Options > Security). For example, “Medium High” is a workable setting.
Log in to NUPlans Web Forecasting Module

Internet Explorer is the browser shown in this example.

1. From the NUPortal or the Financial Applications Gateway, select NUPlans Web.
   Result: the authentication dialog appears (shown below).

2. Enter your NetID in the User Name field and your NetID password in the Password field.
3. Click OK. Result: the TM1 Server dialog appears (shown at right).
4. If nu_forecasting does not appear in the TM1 Server field, select it from the drop-down list for the current year forecasting module.
   In FY2015 and beyond, you may select a prior fiscal year to see history.
5. Click Log In.
   Result: the NUPlans Web home page appears.
Logged Out Due to Inactivity?

You may be logged out of NUPlans Forecasting after 60 minutes of inactivity. If so, you are unable recalculate and change views.
1. Click Logout and return to the Login dialog.
2. Confirm that nu_forecasting is selected in the TM1 Server field.
3. Click Log In again.

Adjusting Popup Blocker Settings

In order to allow pop-ups in Internet Explorer, navigate from the Tools menu to Popup Blocker > Popup Blocker Setting. Follow directions to add the NUPlans URL to the list of allowed sites.
Understanding Browser Sessions

Do you intend to use the NUPlans Forecasting module simultaneously with NUPlans Web or Contributor for budgeting?

If so, separate browser sessions are necessary.

You can accomplish separation by using Firefox with Contributor and Internet Explorer with Forecasting.

**Use New Session in IE**

With Internet Explorer, versions 8 and higher, you can create multiple separate sessions.

1. From the File menu in IE, select **New session** (shown at right). Result: Your default home page opens in a second browser window.
2. From there, you can navigate to the NUPortal or the Financial Applications Gateway and log in to a different module of NUPlans.

**Use Private Browsing in Firefox**

With Firefox, you can have one additional session with New Private Window.

1. From the File menu, select **New Private Window** (shown at right). Result: A new blank page opens in a second browser window.

From there, you can navigate to the NUPortal or the Financial Applications Gateway and log in to a different module of NUPlans.

**NEED HELP?** Contact IT Support Center • 847-497-4357 (1-HELP) • consultant@northwestern.edu