Log in to NUPlans

Effective 7/10/2016

1. Log in to the NUPortal.
   - If you are unable to access the NUPortal, use the Financial Applications Gateway to access NUPlans applications under the heading Planning.
   - Find a full list of compatible and supported browsers for NUPlans on the FFRA website > Resources > Browsers.

2. Confirm your identity with Multi-factor Authentication (MFA):
   a. Indicate how you would like to be notified to confirm your identity for this login.
   b. Choose if you want to be remembered on your computer and browser for 30 days.
   c. Then, confirm your identity using the method you selected.

3. Access NUPlans from the NUPortal - Financial, Accounting, or Budgeting tabs under System Login:
   NUPlans Web:
   a. The web applications page appears with a graphic of the Weber Arch in purple.
   b. Select your choice of application (nu_forecasting or nu_planning_FYxx).
   c. Click Log In to NUPlans.
   NUPlans Contributor:
   a. The Contributor applications page appears with a choice of budget preparation files by year.
   b. Click NUPlans_FYxx_Budgeting for the desired year. The Contributor Dashboard opens.

Switching between NUPlans Contributor and Web for Budgeting

You can switch between NUPlans Contributor and Web without logging out and in:
   - From the Contributor dashboard, click at the top of the budget group hierarchy on the left. Then, under User Instructions > Annual Budgeting for FYxx > Access to Data > click NUPlans Web.
   - From NUPlans Web, open Applications > Annual Budgeting > Contributor Home.
   - From the NUPortal - Financial, Accounting, or Budgeting tabs under System Login.

Log Off/Out of NUPlans

- On the Contributor Dashboard, click Log Off. Close the browser window.
- In Web, click Log Out. Close the browser window.
-Logging off ends the SSO session, which will also log you out of other systems, such as NUFinancials.
- You may be automatically logged off NUPlans after 60 minutes of inactivity; and if so, you are unable to enter data, recalculate, and navigate from view to view.
- In the Contributor budget grid, a prompt appears with the message “Session timed out...” When you click OK, the preparation file closes. The Dashboard remains open.