

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.

NEED HELP? Contact IT Support Center • 841-491-4357 (1-HELP) • consultant@northwestern.edu