

The log-in process to access the T & E system has been modified to prevent timing out when logging in through Bronco Web. The new log-in process allows end users to access the Financial System through Bronco Web.

Note: The log-in process will remain the same when accessing the Travel & Expense (T&E) System through the **Finance System**.

## 1. Log into BroncoWeb

**BroncoWeb** Log into BroncoWeb **BroncoWeb Hours: 7am-midnight Mon-Fri, Weekends Vary**

See the [Academic Calendar](#) for all important dates and deadlines by session.

**NEW - The Academic Advisement Report (AAR) has replaced the undergraduate DPR! Documentation is available on the [BroncoWeb Help page](#). [FAQs](#)**

**Waitlisting - new for Spring 2010 registration. [FAQs](#)**

**Boise State University will offer its first [intersession term](#)**

- BroncoWeb Help
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- Registrar's Office

## 2. Type in your User Name and Password

**BOISE STATE UNIVERSITY**

**Login to BroncoWeb**

User Name:

Password:

**Sign In**

User Name & Password

[Set my new password](#)

[I forgot my password](#)

[Reinstate my access](#)

Need Help?  
Contact the BroncoWeb Help Center  
(208)426-BWEB [2932]  
Or email [bweb@boisestate.edu](mailto:bweb@boisestate.edu)

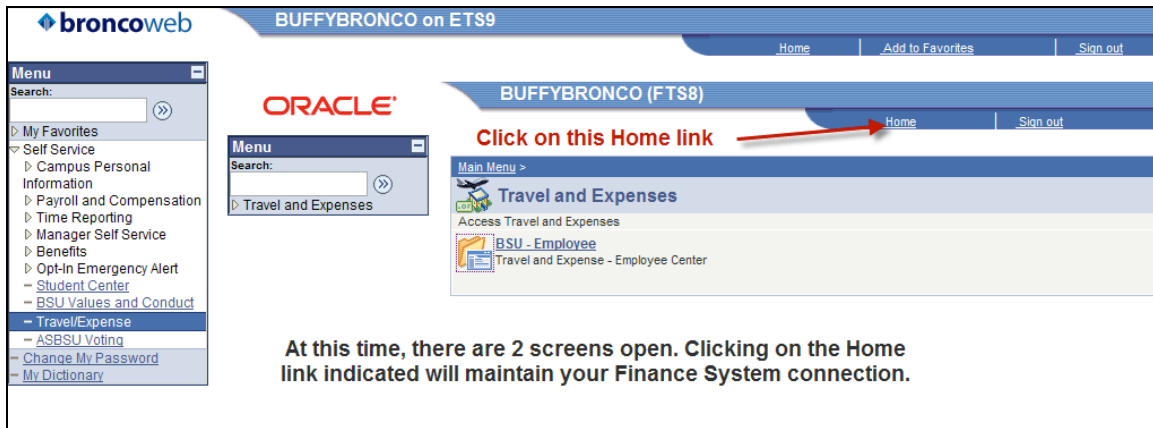
3. Open Travel/Expense: This can be done on the Menu bar or in the Main Menu.

The screenshot shows the broncoweb interface for 'BUFFYBRONCO on ETS9'. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. On the left, a 'Menu' sidebar is visible with a search box and a list of categories: 'My Favorites', 'Self Service', 'Campus Personal Information', 'Payroll and Compensation', 'Time Reporting', 'Manager Self Service', 'Benefits', 'Opt-In Emergency Alert', 'Student Center', 'BSU Values and Conduct', 'Travel/Expense', 'ASBSU Voting', 'Change My Password', and 'My Dictionary'. The 'Travel/Expense' link is highlighted in yellow, with a red arrow pointing to it. The main content area, titled 'Main Menu > Self Service', contains a grid of service tiles. The 'Travel/Expense' tile is highlighted in yellow, with a red arrow pointing to it. The text 'Open Trave/Expense' is written in blue below the menu sidebar.

4. Open the Travel and Expense Center

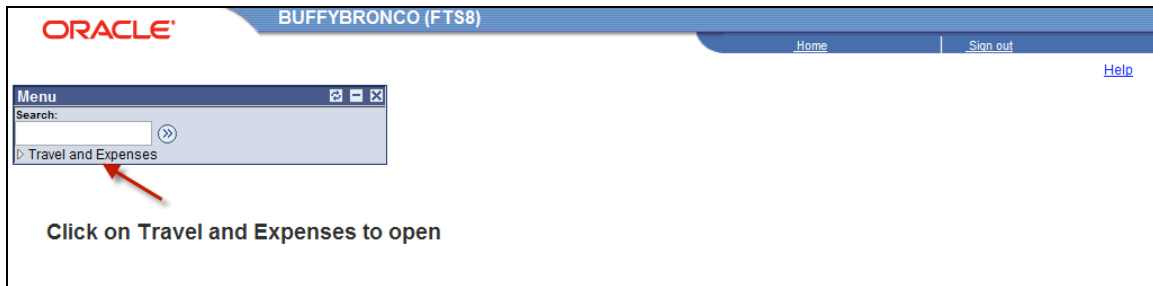
The screenshot shows the broncoweb interface with the 'Travel/Expense' link in the menu sidebar highlighted in blue. A red arrow points from the text 'Open Travel and Expense Center' below the menu to the highlighted link. The main content area displays the text 'The Travel and Expense Center will open in this window.' in blue, with a red arrow pointing to a blue underlined link that reads 'Click here to go to the Travel and Expense Center'. The top navigation bar includes 'Home' and 'Add to Favorites'.

5. Two screens will open, BroncoWeb and the Finance System. Click on the Home link as indicated below to close the BroncoWeb.



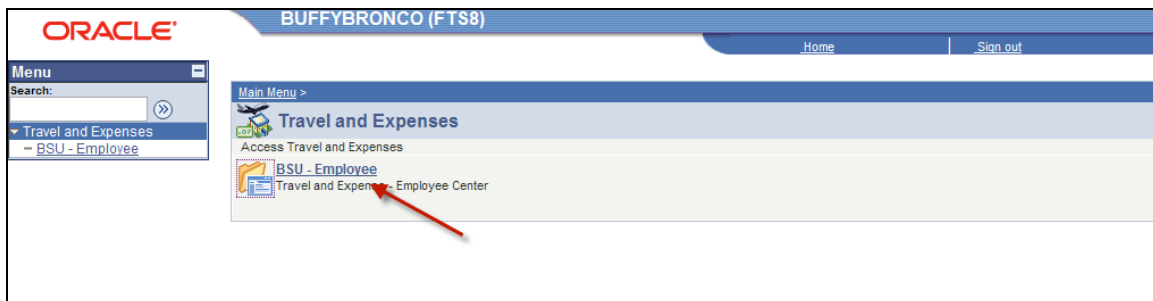
At this time, there are 2 screens open. Clicking on the Home link indicated will maintain your Finance System connection.

6. To open the Finance System module, click on Travel and Expenses.



Click on Travel and Expenses to open

7. Next, click on BSU-Employee.



8. Here you can create your Travel and Authorization or Expense Report.

The screenshot displays the Oracle FTS8 interface for a user named BUFFYBRONCO. The top navigation bar includes the Oracle logo, the user name, and links for Home and Sign out. A left-hand menu shows the current path: Main Menu > Travel and Expenses > BSU - Employee. The main content area is titled "Travel and Expense - Employee Center" and contains three primary sections: "Travel Authorization" (with sub-links for Create, Modify, Print, View, and Delete), "Expense Report" (with sub-links for Create, Modify, Print, View, and Delete), and "Other Functions" (with sub-links for Create/Update User Template, Delegate Entry Authority, Review Expense History, and Review User Defaults). Below the interface, a text box states: "Now you can create your Travel and Authorization or Expense Report".