Log in to NUPlans

**Effective 4/14/16**

1. Access NUPlans from the [NUPortal](#) on the Financial, Accounting, or Budgeting tabs under System Login.
   - 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. Under System Login, select NUPlans Contributor (go to step 3) or NUPlans Web (continue below).
   - 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.

3. Confirm your identity with [Multi-factor Authentication (MFA)](#). You must be registered to use MFA.
   - Indicate how you want to be notified to confirm your identity with MFA.
   - Choose if you want to be remembered on your computer and browser.
   - Then, confirm your identity using the method you selected.

4. NUPlans Contributor (continue below) or Web opens, depending on your selection above.
   - 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 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

**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 • 847-491-4357 (1-HELP) • consultant@northwestern.edu