

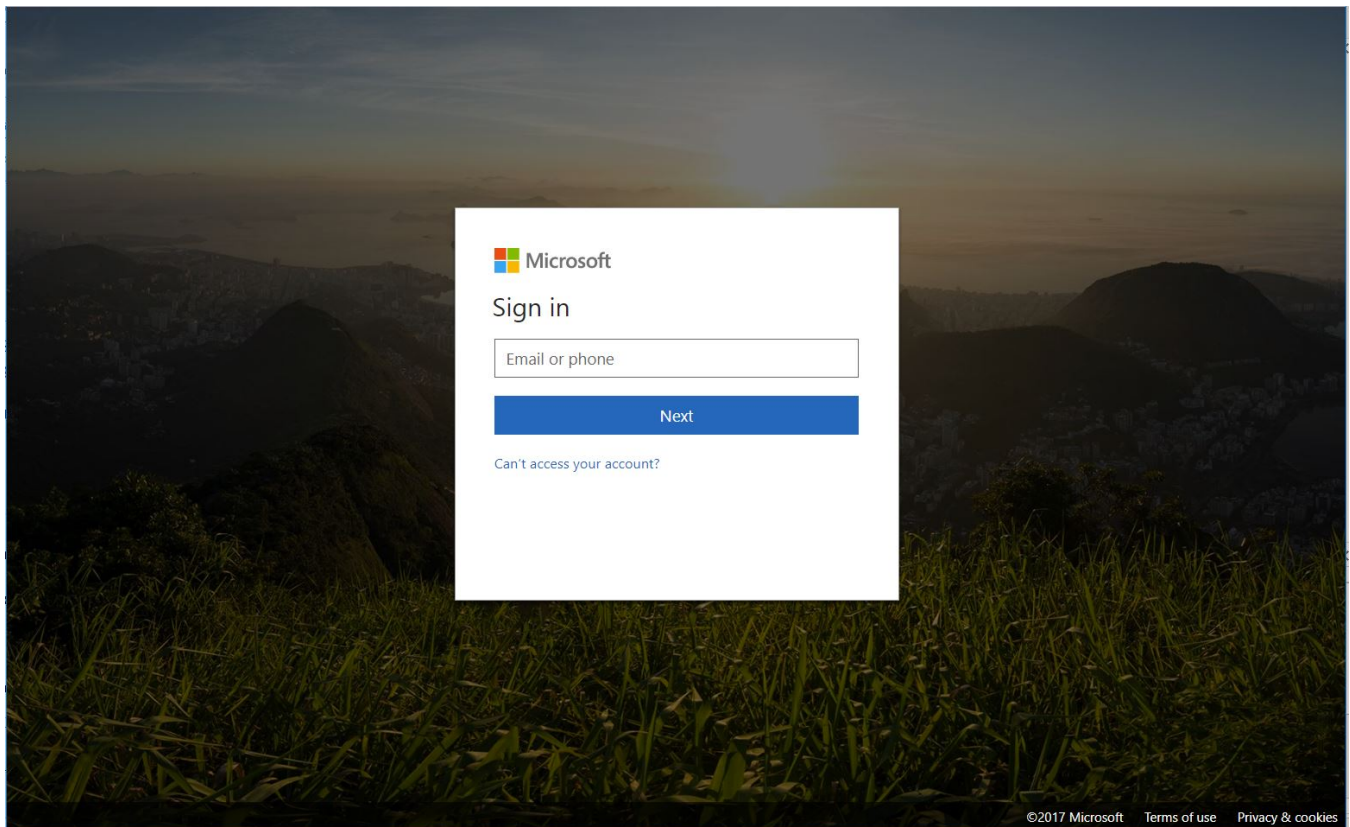
My-Fi Login Instructions

Please read completely through this message fully before attempting your first login, especially the paragraph after the first, Office 365 graphic.

The URL to the My-Fi site is:

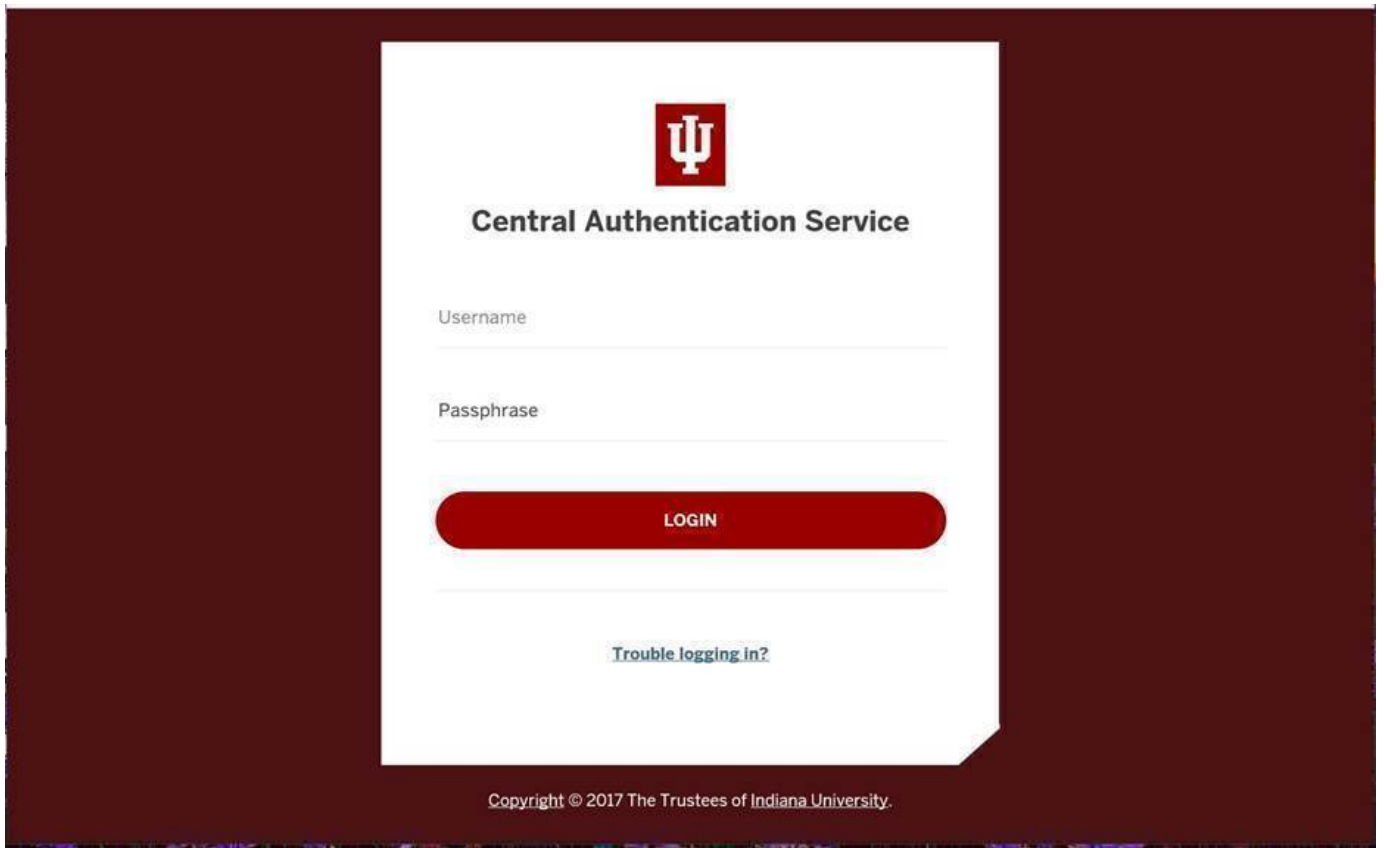
<https://indiana.sharepoint.com/sites/bap/myfi/>

When clicking the link for the first time you will be redirected to the Microsoft Sign in screen.

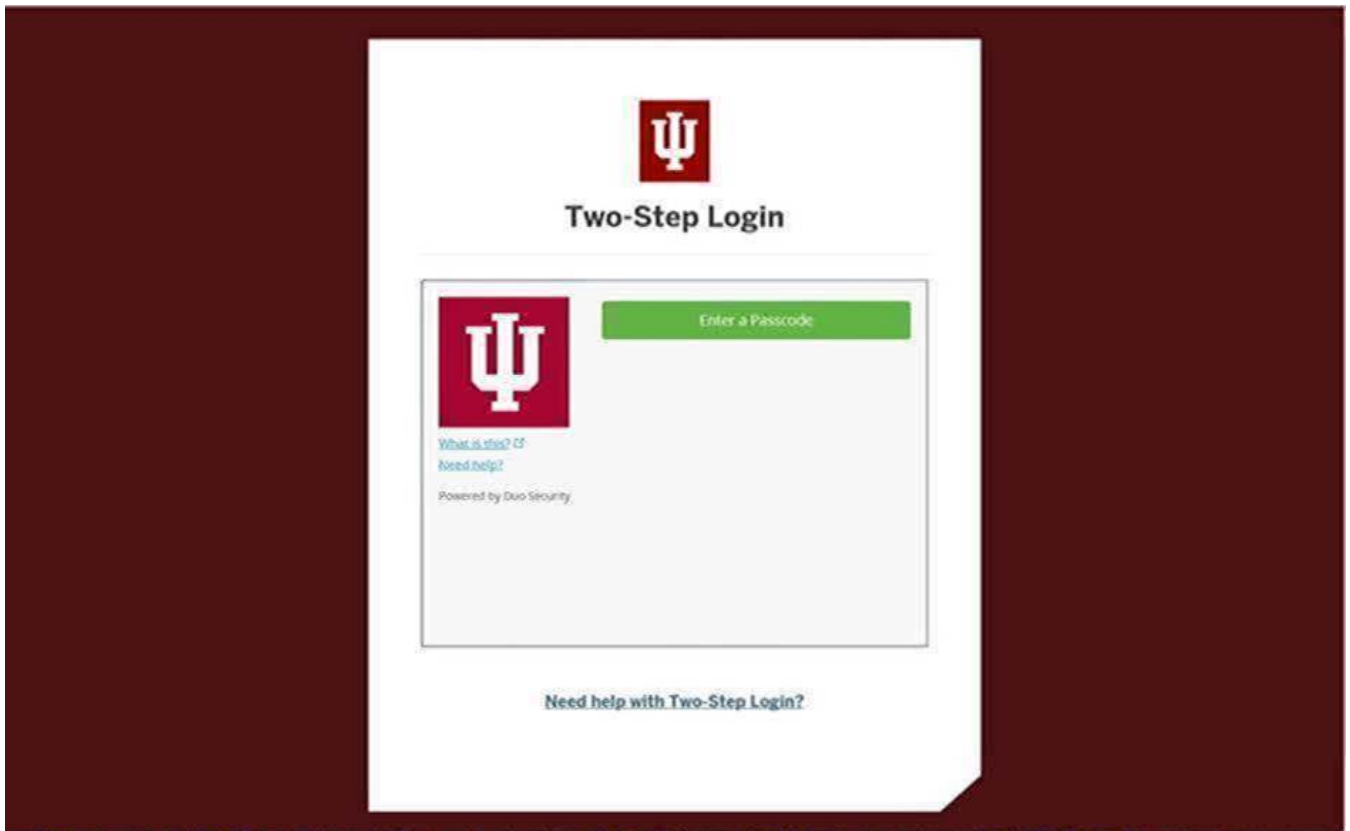


In the "Email or phone" field, type your username@iu.edu. Be sure to use **@iu.edu** and not @indiana.edu. You will be asked by the Microsoft Sign in screen to enter a password if you use @indiana.edu and subsequent attempts to enter one will not work. After typing your username@iu.edu click Next and you will be redirected to the CAS login screen.

If you have previously authenticated to another system, your login to SharePoint will skip the next two steps.



Once you enter your Username and Passphrase, it will take you to your Two-Step Login screen.



After entering your passcode and pressing Enter, the My-Fi site homepage will load.

Office 365

My-Fi

Home

My K2 Worklist:

- About BAO
- Government Guest & Legislative Reporting
- Guidelines & Procedures
- Event Program
- Salary Adjustment Request
- Recent
- Purchasing Requests Form
- Site contents

RESOURCE LINKS

IU Resources

Office Supply Request Form

Search this site

For optimal experience and functionality in My-Fi, please use Internet Explorer 11.0 with these settings installed.

Who Does What in My-Fi...

My-Fi Calendar

July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28 1:30 pm - 4:00 pm CATS Session	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

About BAO

- About Us, Contact Us

HR & Payroll

- BAO Hiring Process
- FMLA Guideline
- New Employee Guide
- HR Policies
- Payroll Change Form
- Maintain Person Update Form
- New Hires Request Form
- Conflicts of Interest Guidelines & Disclosure Statement
- Mobile Devices
- Position Description Form
- Telecommuting Guidelines & Agreement
- Transaction Authorizing Cover Sheet.pdf - PSIA
Employees Only use this form to show department approval by attaching it to any HR requests.

Travel

- Employee Travel
- Non-Employee Travel

Events Information

Procurement & Reimbursement

Not sure what form to use? Please contact us prior to submission.

- P-Card Receipt/Statement Submission - submit receipts for p-card purchases or attach statements.
- IUFN Advancement P-Card
- Buy it/Pay it Form - use this form if you need for us to place an order, pay an invoice, or reimburse an individual. If special approvals are required (such as but not limited to: Hospitality Code, Architects Office, RAGR, etc.), please attach the documentation to your request.
- Completed Transactions - use this form to submit packing slips, Document Services/MAXI receipts, INU receipts, Parking Operations receipts, etc.
- IU Foundation Invoices
- IUF P-card - submit receipts for the IUF purchases or attach statements.
- Employee ACH Sign-up Form for IU DV Disbursements
- Transaction Authorizing Cover Sheet.pdf - PSIA
Employees Only use this form to show department approval of transactions by attaching it to Buy it/Pay it requests and P-Card submissions.
- P-Card Policies

Please feel free to contact me if you have any questions or need assistance navigating the new site.

Vicky Myers

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think before you print!