KU Endowment
Account Reporting System

IFAS

End-user Setup

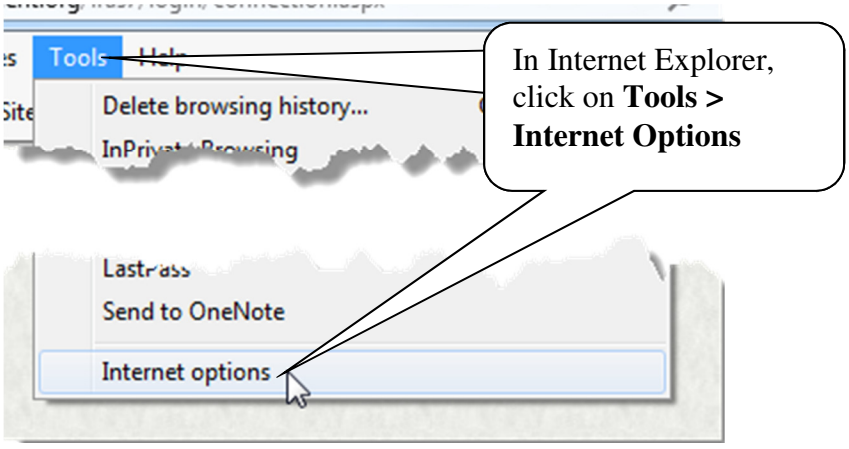
Note: *For this setup, please be sure to have your computer technician or other technical resource handy. Some of these steps may require administrative security privilege to be correctly installed.*

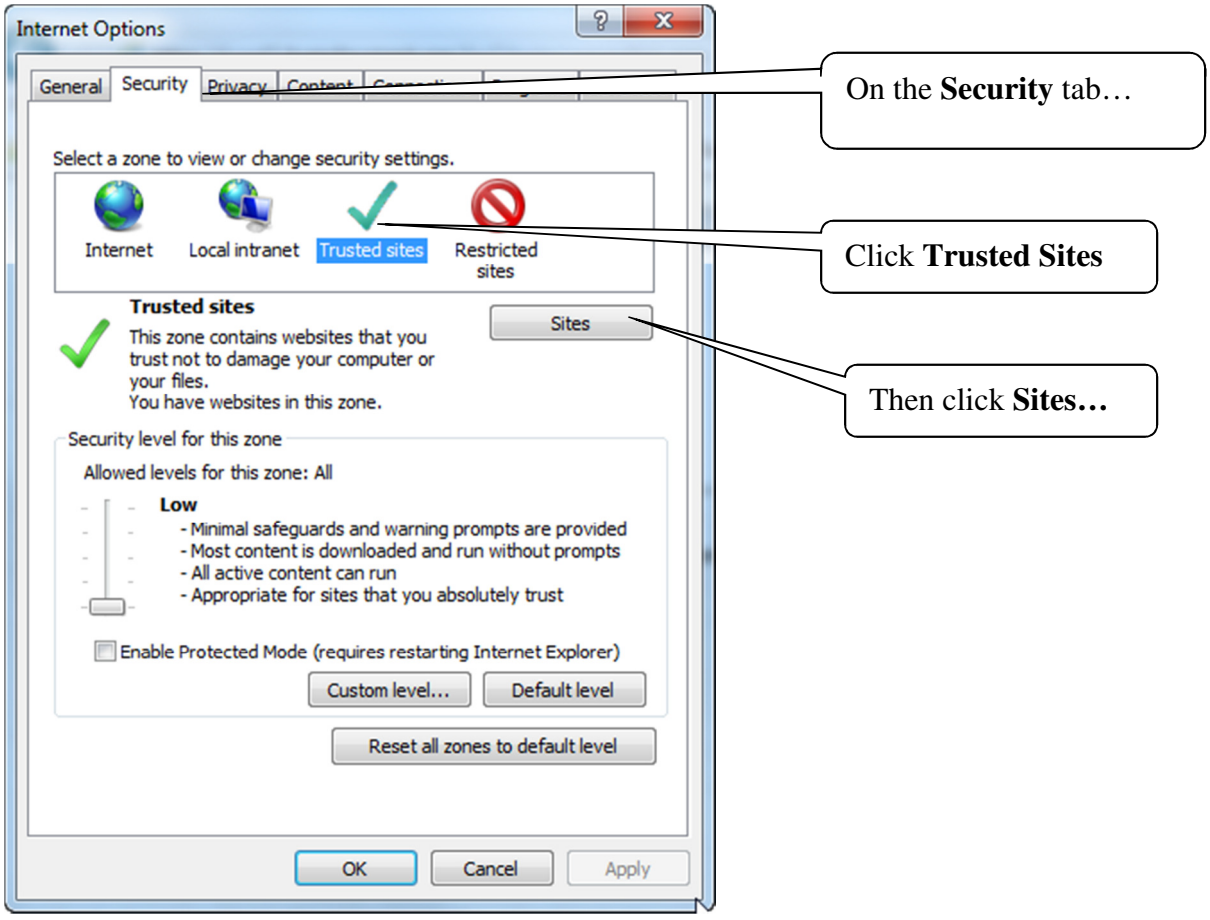
Also, please note that these instructions assume use on a PC and for Internet Explorer version 6 or higher. Other browsers are not compatible with IFAS.

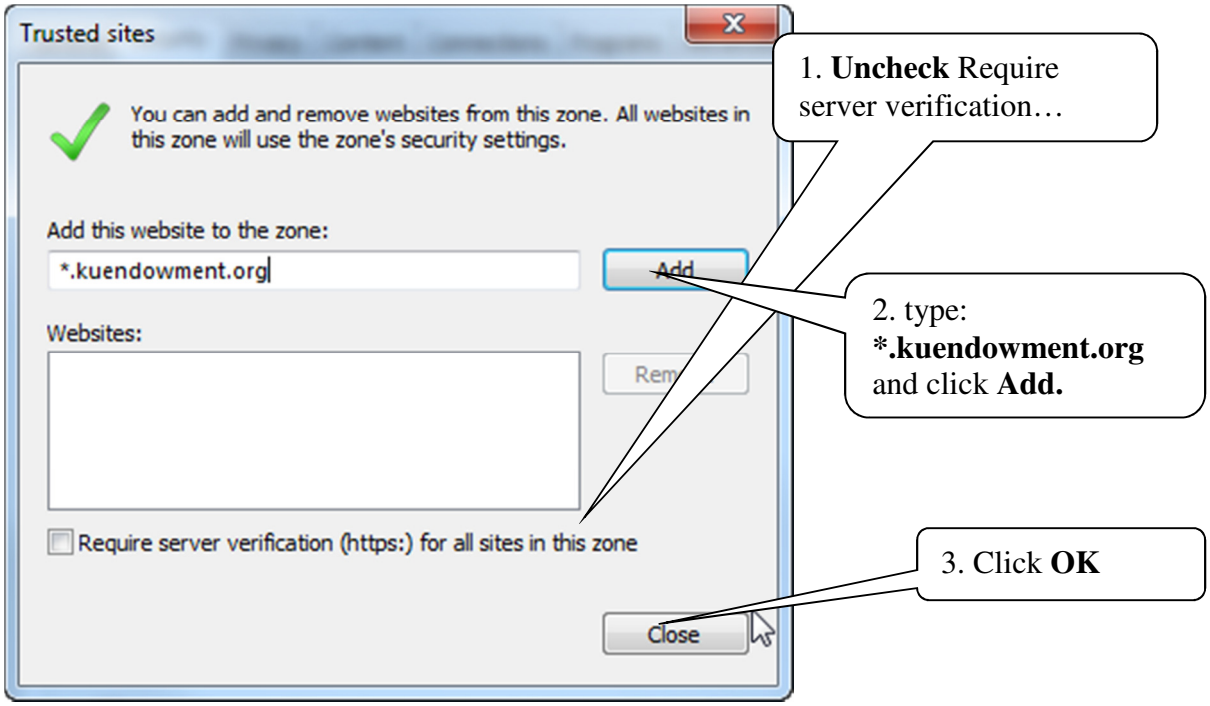
Initial Set up

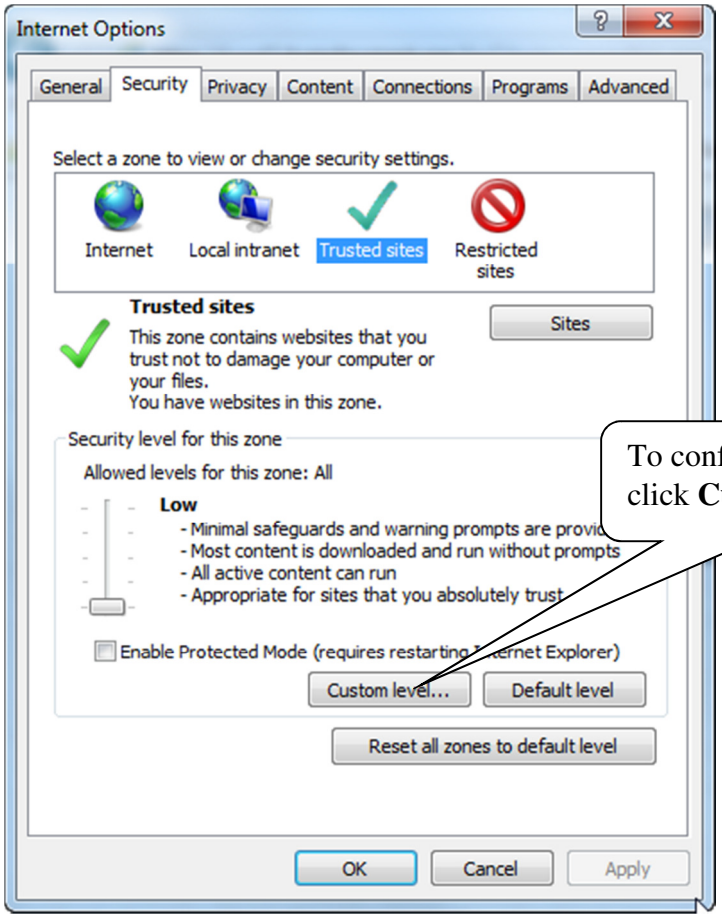
Before you connect to IFAS:

Before you attempt to connect to IFAS, there are a few settings that you will have to change in Internet Explorer.

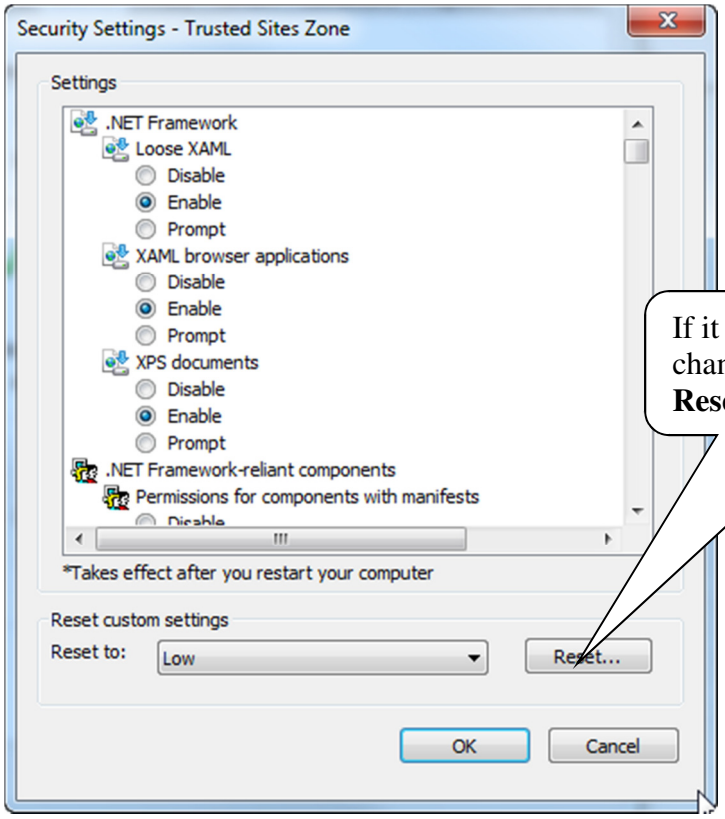



Internet Options
General
Security
Privacy
Select a zone to view or change security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Trusted sites
This zone contains websites that you trust not to damage your computer or your files.
You have websites in this zone.
Sites
Security level for this zone
Allowed levels for this zone: All
Low
- Minimal safeguards and warning prompts are provided
- Most content is downloaded and run without prompts
- All active content can run
- Appropriate for sites that you absolutely trust
Enable Protected Mode (requires restarting Internet Explorer)
Custom level...
Default level
Reset all zones to default level
OK
Cancel
Apply
On the **Security** tab…
Click **Trusted Sites**
Then click **Sites…**

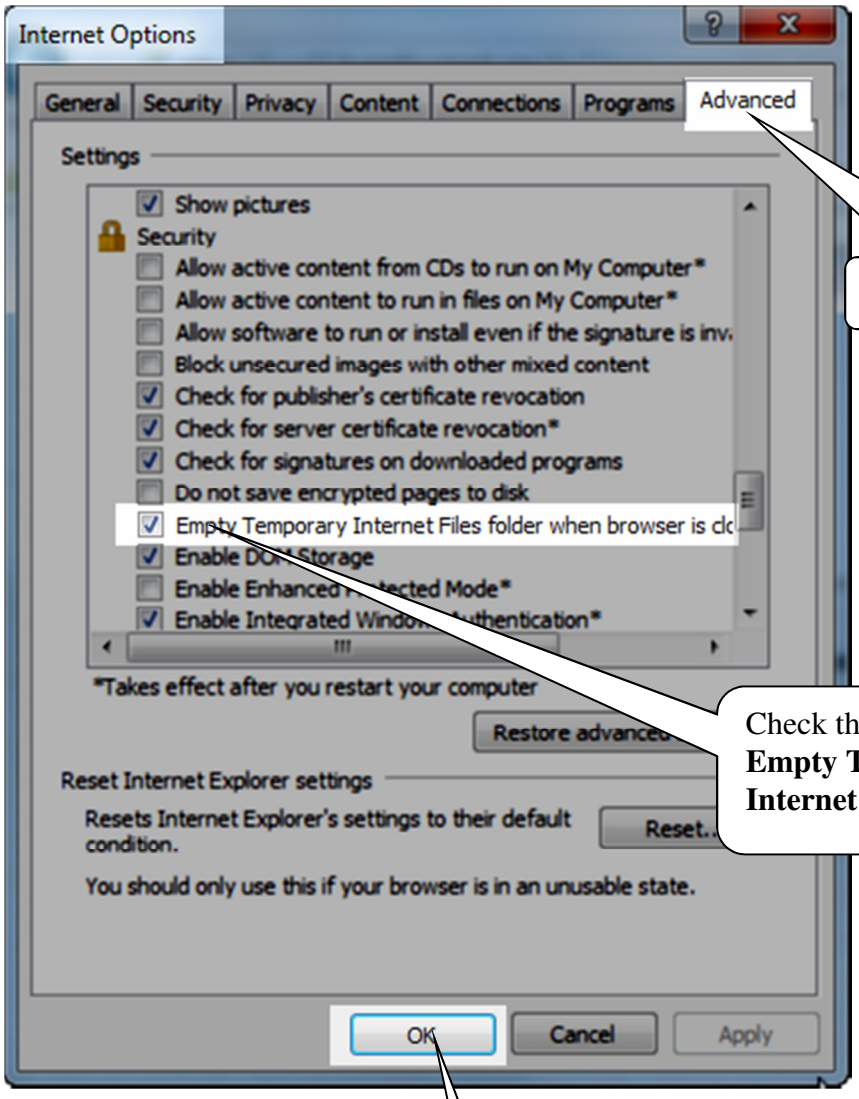

Trusted sites
You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Add this website to the zone:
*.kuendowment.org
Add
Websites:
Require server verification (https:) for all sites in this zone
Close
1. **Uncheck** Require server verification…
2. type: ***.kuendowment.org** and click **Add.**
3. Click **OK**



To confirm settings, click **Custom Level**



If it is not already listed, change settings to **Low**, click **Reset**, and **OK.**



On the **Advanced** tab

Check the box **Empty Temporary Internet Files…**

When all settings have been completed:

Click **OK.**

Close Internet Explorer and open it again for the setting changes to take effect.

Testing your set up

The following procedure is for testing your setup only. ***The username and password shown below is only for testing use.*** Log into the IFAS server at this address:

http://www.kuendowment.org/ifas

If you are using Internet Explorer 10 or 11, you may receive an error or even a blank page:

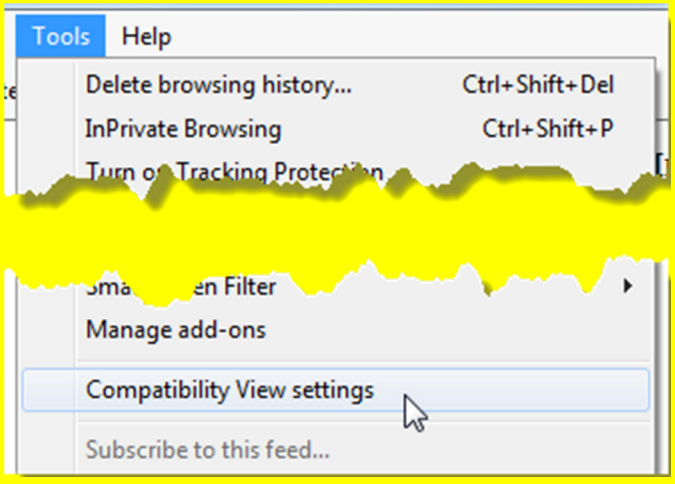
Incorrect Browser

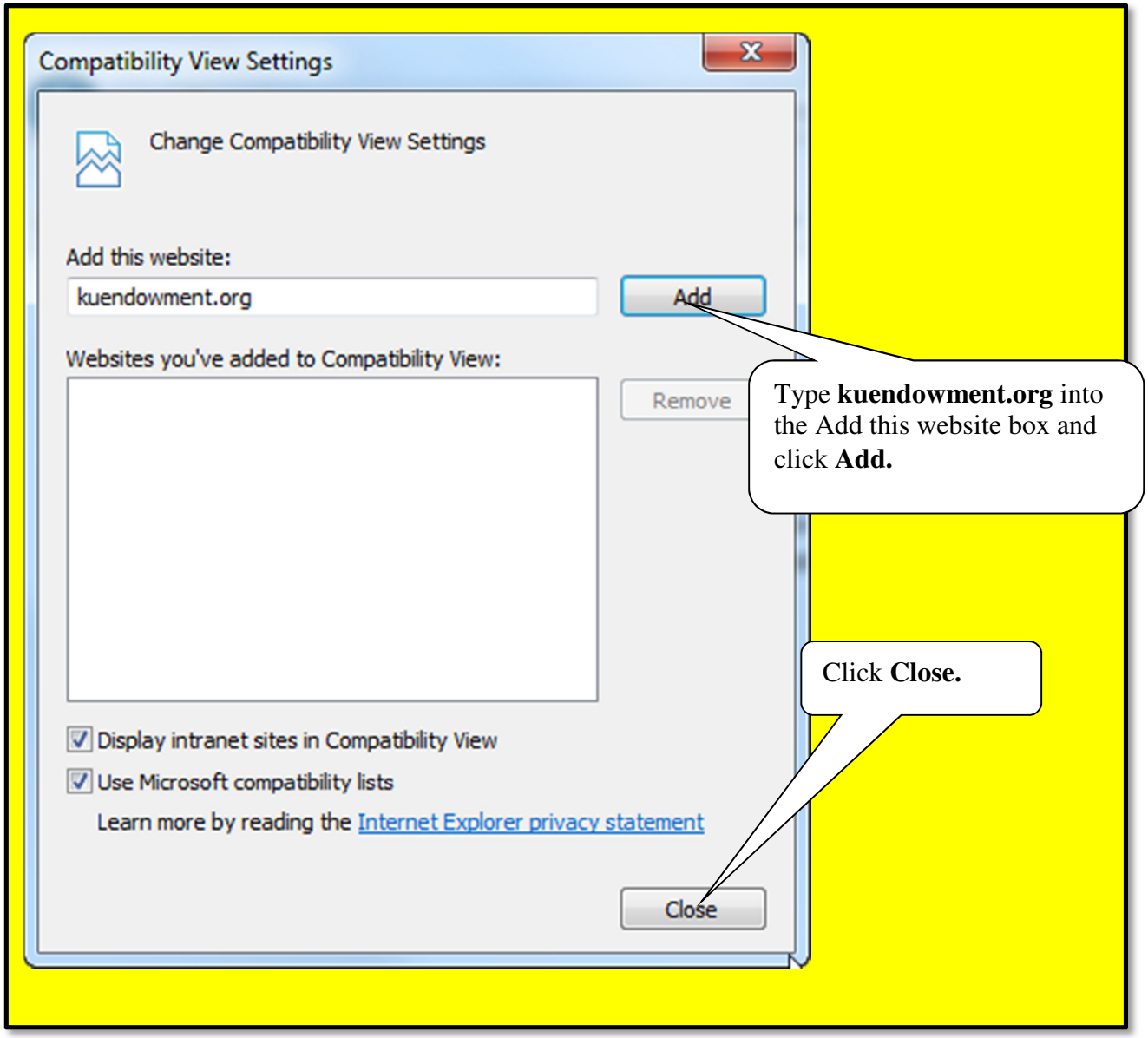
You do not appear to be running Internet Explorer.[mozilla/5.0 (windows nt 6.1; wow64; trident/7.0; rv:11.0) like gecko]

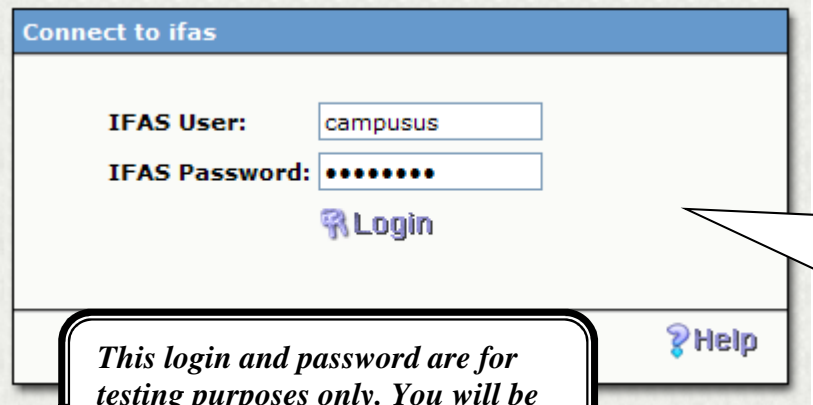
Please upgrade to Microsoft Internet Explorer 5.5 SP2 or greater.

Checking for updated requirements from www.sungardbi-tech.com ...
Unable to connect. Please upgrade to the latest Microsoft Internet Explorer.

To correct this error, go to Tools > Compatibility view settings:

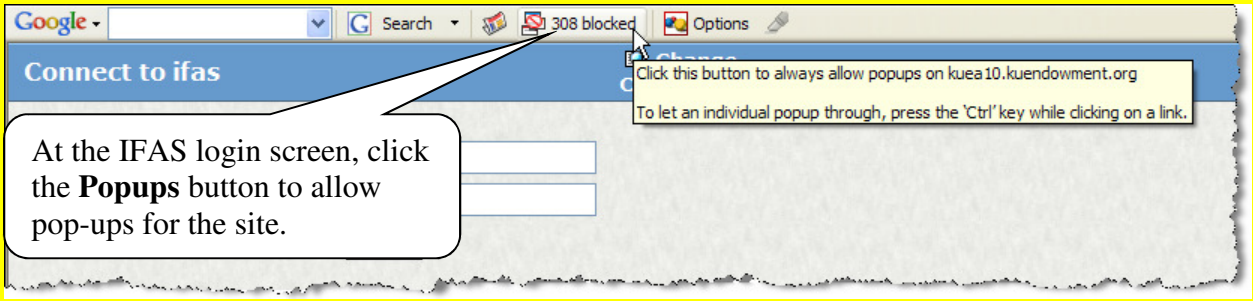



Compatibility View Settings
Change Compatibility View Settings
Add this website:
kuendowment.org
Add
Websites you've added to Compatibility View:
Remove
Display intranet sites in Compatibility View
Use Microsoft compatibility lists
Learn more by reading the Internet Explorer privacy statement
Close
Type kuendowment.org into the Add this website box and click Add.
Click Close.


Connect to ifas
IFAS User:
campusus
IFAS Password:
Login
Help
At the Connect to ifas screen, enter:
User: campusus
Password: campusus1
click Login or press Enter.
This login and password are for testing purposes only. You will be assigned your permanent login.

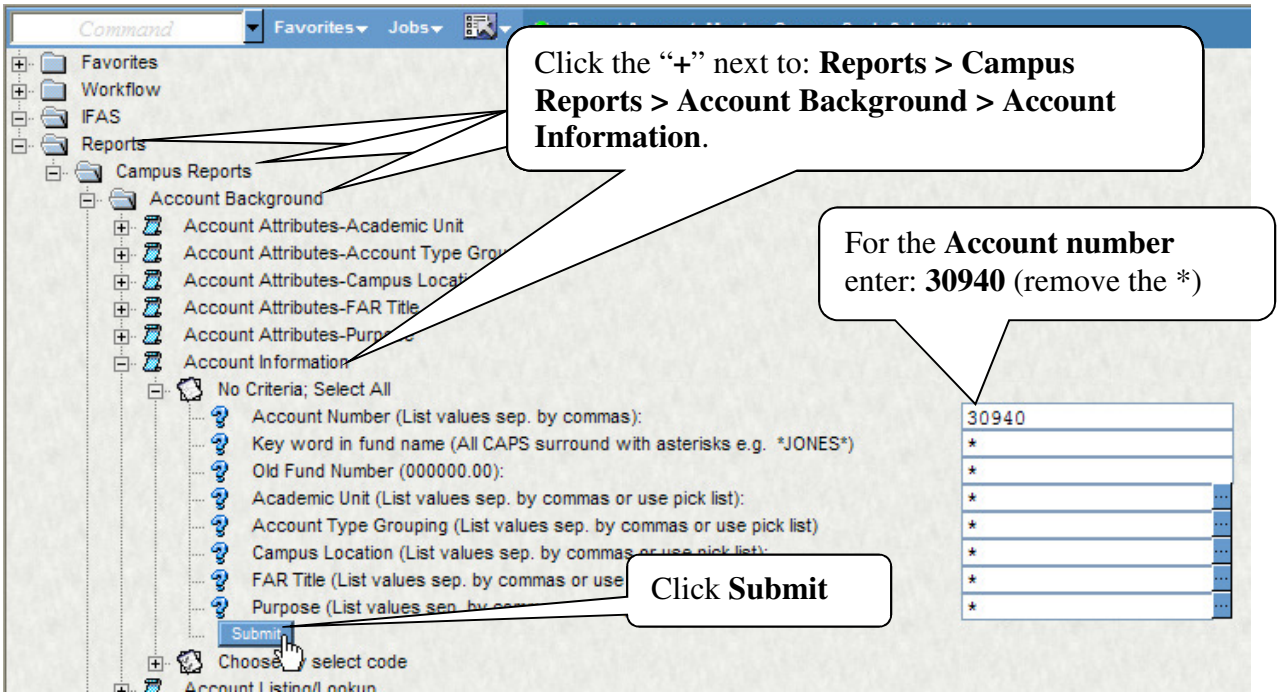
Third-Party Pop-up Blockers

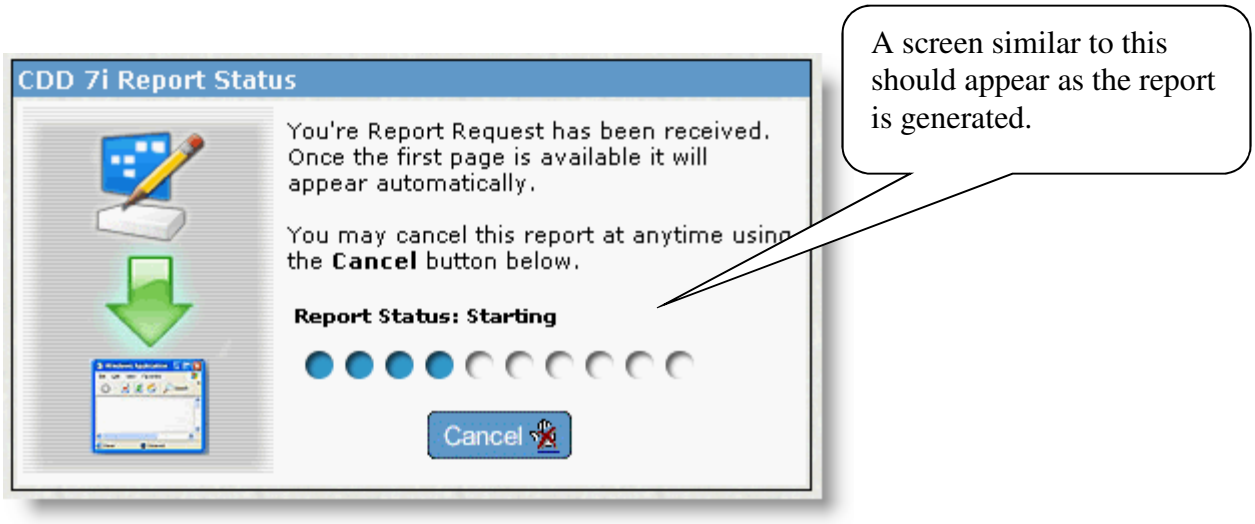
Although the Internet Explorer pop-up blocker has been turned off for this site (through the Trusted Site security settings), some third-party pop-up blockers, like the Google toolbar, do not have an editable "white list" of sites to allow. Here is a tip on how to allow the pop-ups from reports:



If your third-party pop-up blocker does have an editable white-list, add "*.kuendowment.org" to the allowed domains.

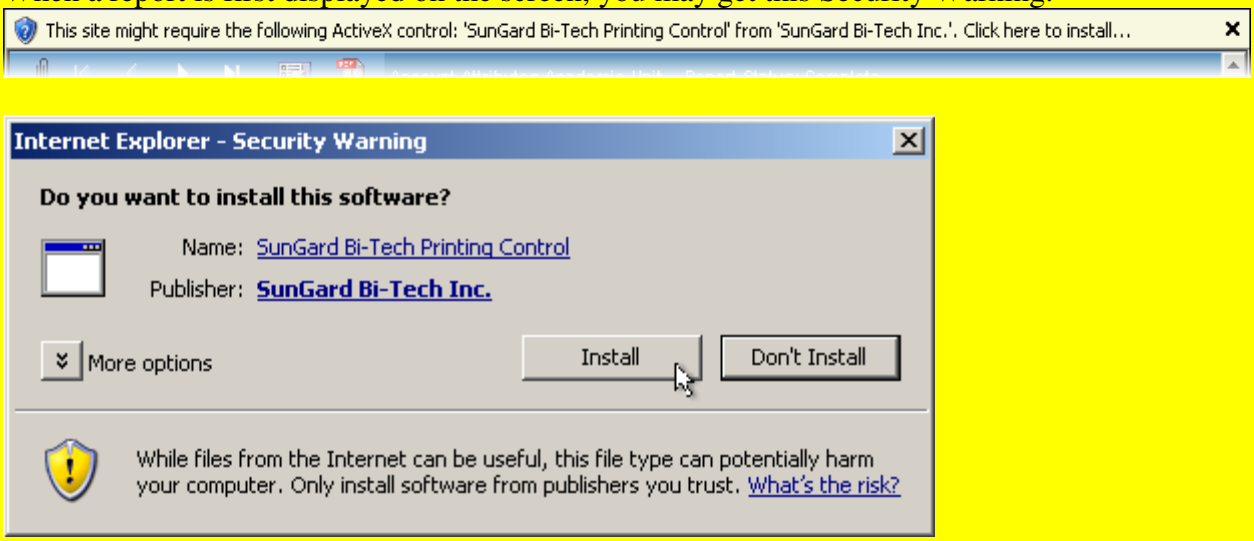
Continue testing:





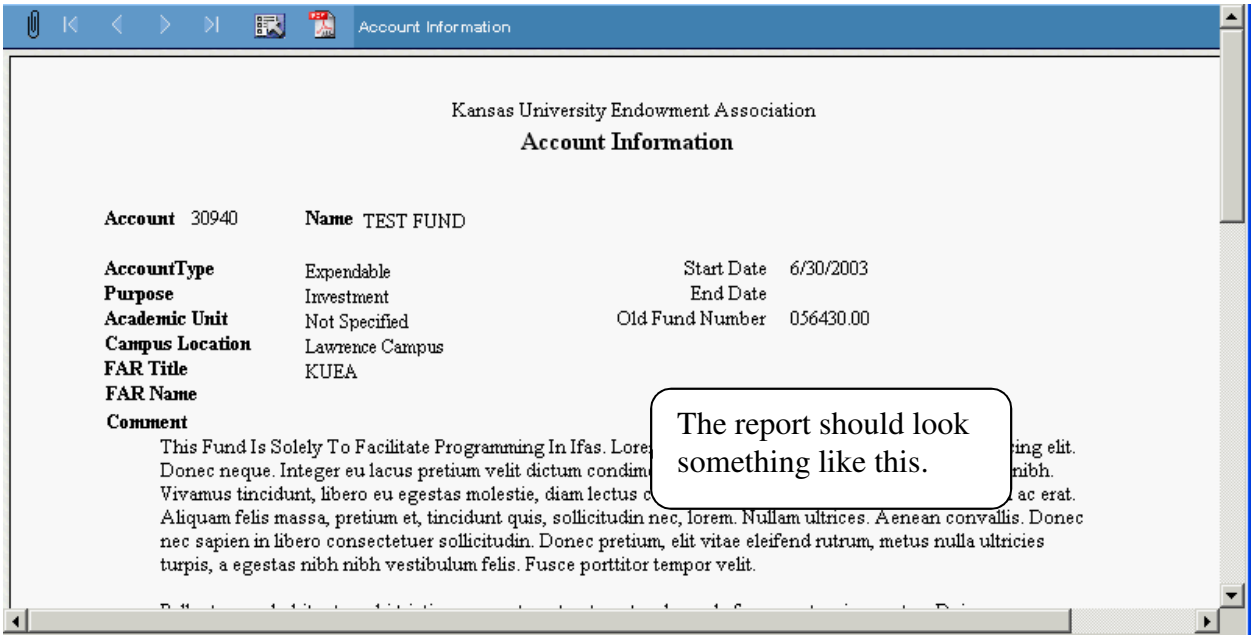
ActiveX Controls

When a report is first displayed on the screen, you may get this Security Warning:



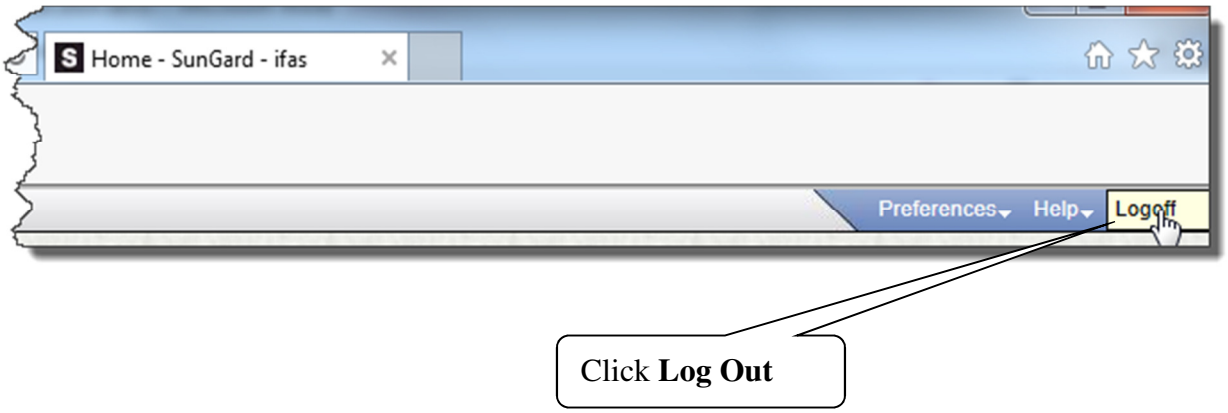
This installs an ActiveX program that controls the buttons on the toolbar on the Report page and printing controls. This is a program by SunGard/Bi-Tech (the authors of IFAS) that you can safely install. Click the **Install** button to continue.

Clicking "Don't Install" will display the page, but portions will not work correctly.



- If the report did not display correctly, or if the reporting window did not appear, you may have a pop-up blocker still turned on.
- If you are having trouble with the installation and if your technician is not able to help you, please contact the KU Endowment Association Help Desk at 785-832-7388.

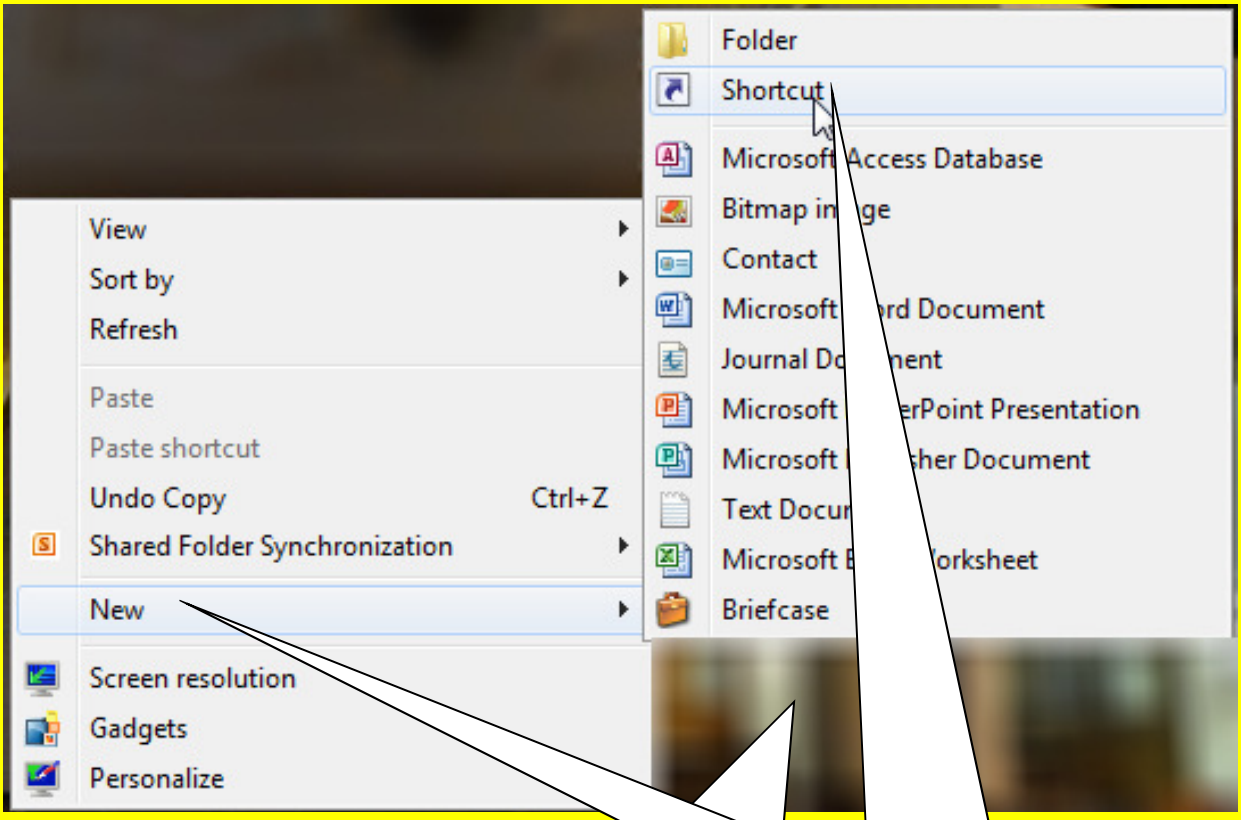
When you are done, close the report window (by clicking on the X in the upper right corner), and on the IFAS home page, logout:



Desktop Icon Setup

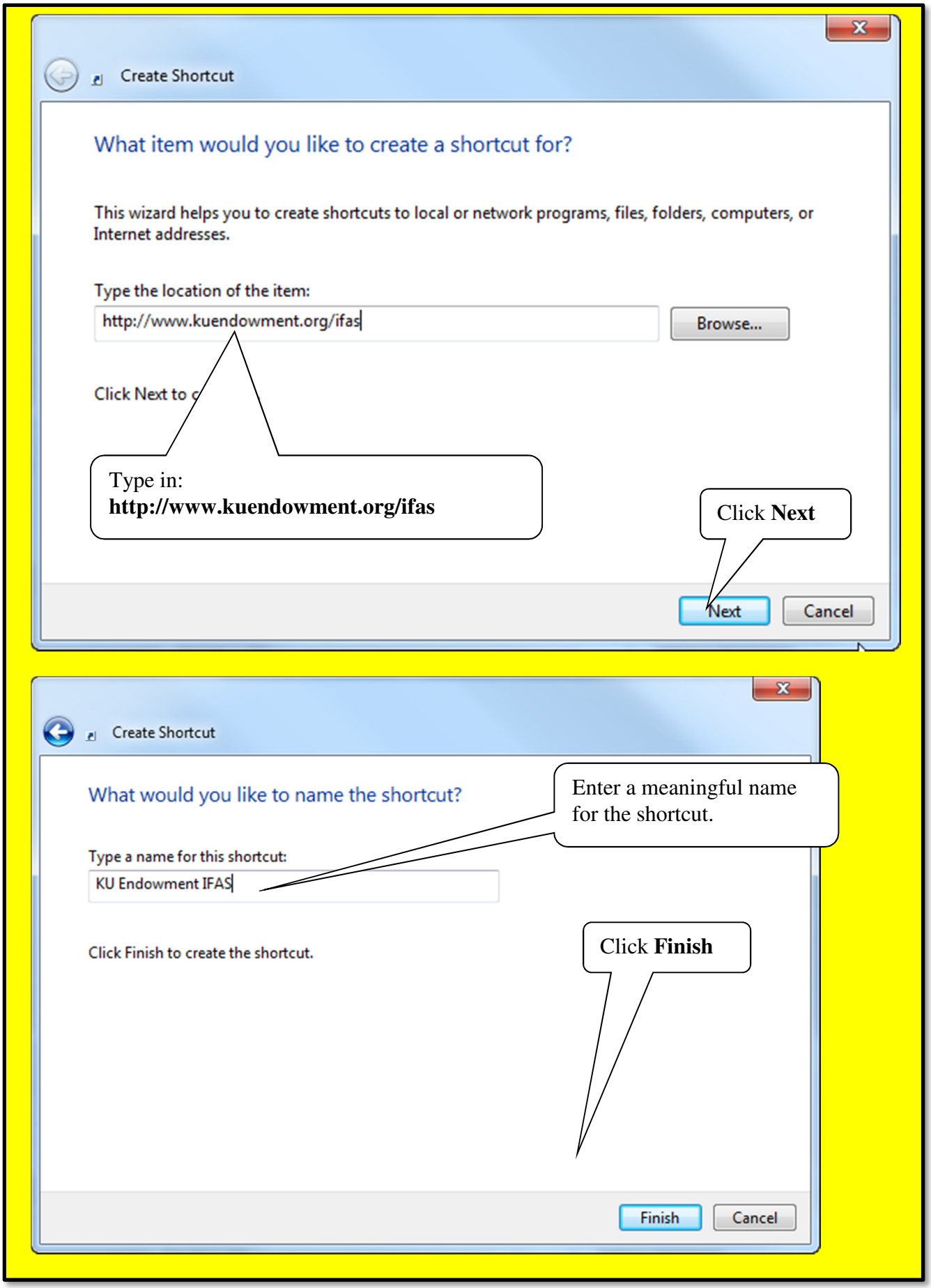
Please note: Creating an icon through Internet Explorer (File > Send > Shortcut to Desktop) or creating a Favorite in Internet Explorer may not work correctly. Access to this system is controlled by server redirection.

To assist you in getting to the IFAS system, you can create a desktop shortcut icon:



Right-click on a blank area of the Desktop. On the mini-menu which appears:

Click **New > Shortcut**


Create Shortcut
What item would you like to create a shortcut for?
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.
Type the location of the item:
http://www.kuendowment.org/ifas
Browse...
Click Next to c
Type in:
http://www.kuendowment.org/ifas
Click Next
Next
Cancel
Create Shortcut
What would you like to name the shortcut?
Enter a meaningful name for the shortcut.
Type a name for this shortcut:
KU Endowment IFAS
Click Finish to create the shortcut.
Click Finish
Finish
Cancel