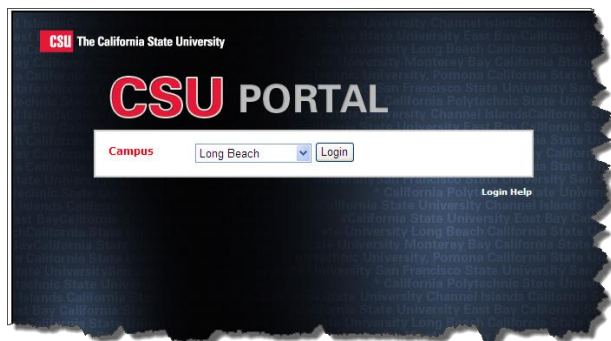


## CSU Portal: CFS and DW Sign On

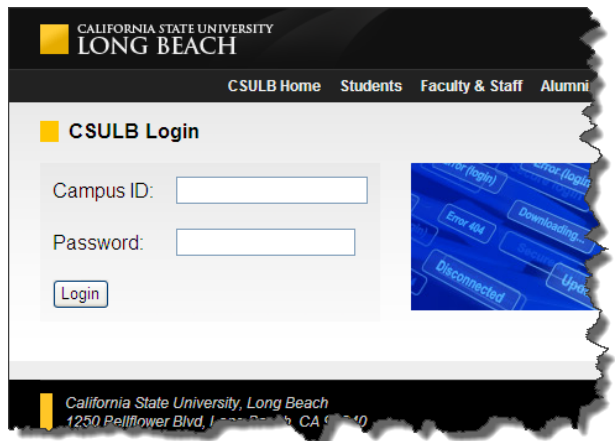
The CSU Portal site provides campus access to system wide applications and information. The Common Financial System (CFS) and Data Warehouse (DW) can be accessed through the main CSU Portal. Follow the steps below.

**Navigation:** <https://portal.calstate.edu/>

- 1) Choose **Long Beach** from the drop down menu and click the **Login** button.



- 2) Campus ID: Your **EMPLID**.
- 3) Password: Your **MYCSULB** password.
- 4) Click the **Login** button.



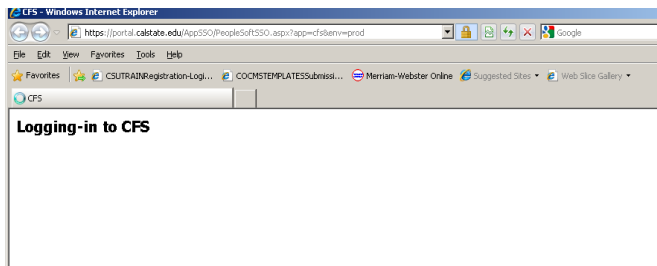
The CSU Portal main page will appear. It is the default.



- 5) From the CSU Portal Main page, choose the **Financial Services** tab.
- 6) Click the **Production** link to access CFS.



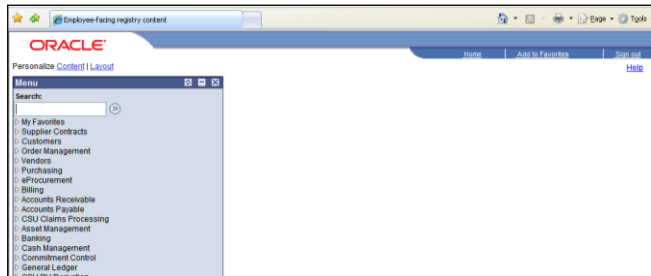
- 7) A slight delay will occur while the page is loading. The following message will appear.



CFS Main Menu will appear in a new window.

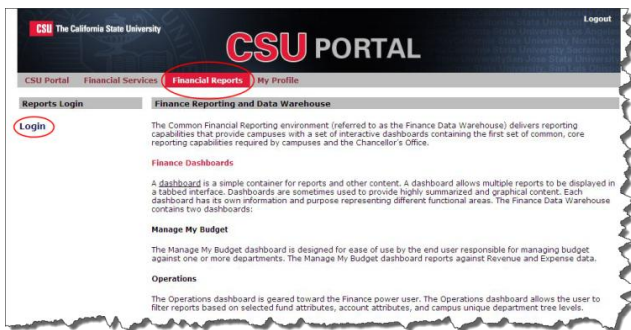
**NOTE:** The CSU Portal page as well as CFS Production are open.

- 8) When logging out using the CFS Sign out link, be sure to also log out of the CSU Portal.

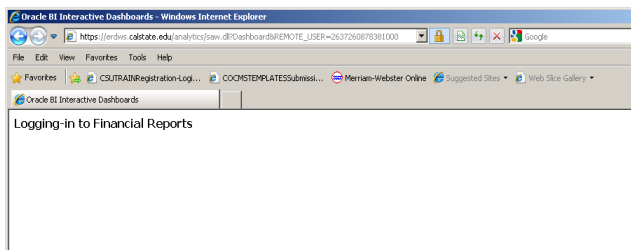


**To Access Data Warehouse**

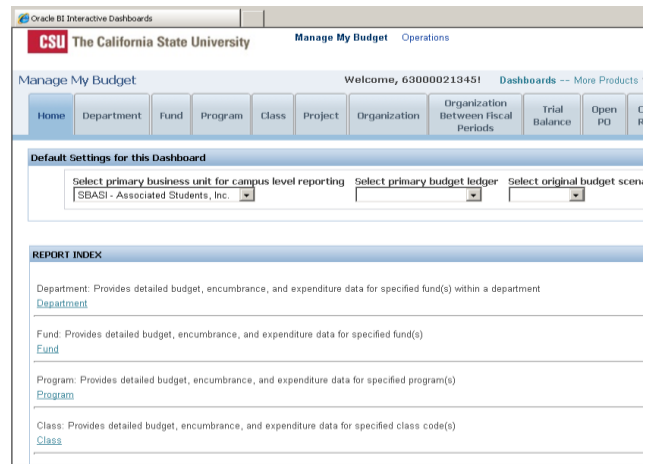
- 9) From the CSU Portal Main page, choose the **Financial Reports** tab.
- 10) From the Report Login section click the **Login** link to access the Data Warehouse.



- 11) A slight delay will occur while the page is loading. The following message will appear.



- 12) The Data Warehouse page appears.



- 13) When logging out of the Data Warehouse using the logout link in DW the page below will appear.

When logging out using the CFS Sign out link, be sure to also log out of the CSU Portal.

Until completely logged out of the CSU Portal, you are remained logged into the CSU Portal.

