

# Logging into Chrome River

- Log into mySeaport
- Click on the Administrative Services Tab
- Click on the Chrome River Travel and Expense

The screenshot displays the mySeaport web application interface. At the top, the mySeaport logo is on the left, and the user's name 'Jody C. Leber' with 'Edit Profile | Sign Out' links is on the right. Below the header is a navigation bar with tabs: Home, Academics, Student Services, Administrative Services (highlighted), Campus Community, and TAC. The main content area is divided into three columns:

- QuickLaunch:** Contains a 'FAVORITES' section with a message 'Please drag/drop your favorite QuickLaunch items here.' and a '+Add' button. Below it is a 'LAUNCHPAD' section listing various services like Office 365 Email, Banner, Bb Learn, Canvas, Horizon, Schedule Wizard, SeaNet, Select Survey, and Skillport CBT.
- HR & Payroll:** Lists services such as Electronic Personnel Action Forms (EPAF), Faculty Load and Compensation (FLAC), Full Cycle Portal, HR Homepage, Leave Reporting, Leave Reporting Information, Payroll Homepage, Payroll & WebTime Entry, and PeopleAdmin 7.
- IT Services:** Lists services like A/V Media Requests, Communications Billing Statement\*, Computer Transfers, Hardware & Software Purchases, IT Project Request, IT Service Request, and TAC. A note at the bottom states: 'An asterisk (\*) indicates that an additional sign-on may be required.'
- Finance & Business Affairs:** Contains two sections: 'Opportunities & Requests' listing services like Grant Electronic Application System (GEARS), Grant Management (RAMSes)\*, InfoReady Faculty/Staff Opportunities\*, Institutional Review Board Requests (IRBIS System)\*, Physical Plant Request (AiM)\*, Scholarship Committee, and Special Funds Budget Development; and 'Services' listing Banner, Chrome River Travel and Expense (highlighted in yellow), Digital Measures\*, Effort Certification, Handshake, MSDS Online\*, Purchasing Card Reconciliation, Qualtrics (Survey Tool)\*, TaskStream AMS, U-Business, and UNCW OneCard\*.

## At Windows Login for Chrome River

- User name: (your domain name)**@uncw.edu**
- Password: (your domain password)

