



Project Titan[Budget System] Communication

Step 1:- Open Internet Explorer and go to <http://www.msp.ubc.ca>. The following page should appear.

Please enter your UBC Campus Wide Login (CWL) account details to access Enterprise Systems Portal.

Access to this application is for UBC Faculty, Staff, Student Employees and authorized users.

ENTERPRISE SYSTEMS PORTAL

CWL Login Name:

CWL Password:

[Forgot your CWL password?](#)

What is CWL? [Find out here.](#)

Don't have a CWL account? [Create one now.](#)

Security

Please Note: If you are accessing the MSP from off-campus or from the UBC Wireless Network, you must be logged into the UBC VPN service first. Click [here](#) for VPN setup documents.

PROTECT YOUR CWL ACCOUNT!

- Watch out for sites or emails that **pretend to be legitimate** and ask for your CWL username and password.
- Please report** any suspicious requests for your CWL username and password.
- Learn more** about how to protect your computer.

Step 2:- Enter your CWL ID & Password and click “Continue”. It should present you with the following screen based on access.

Please select the service you require access to and then click on continue:

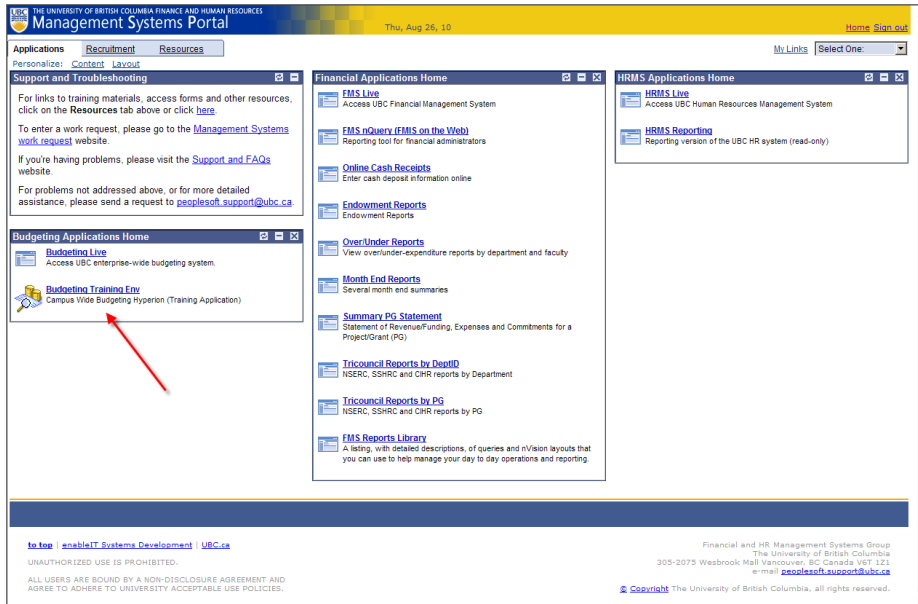
Management Systems Portal

Faculty and Staff SelfService



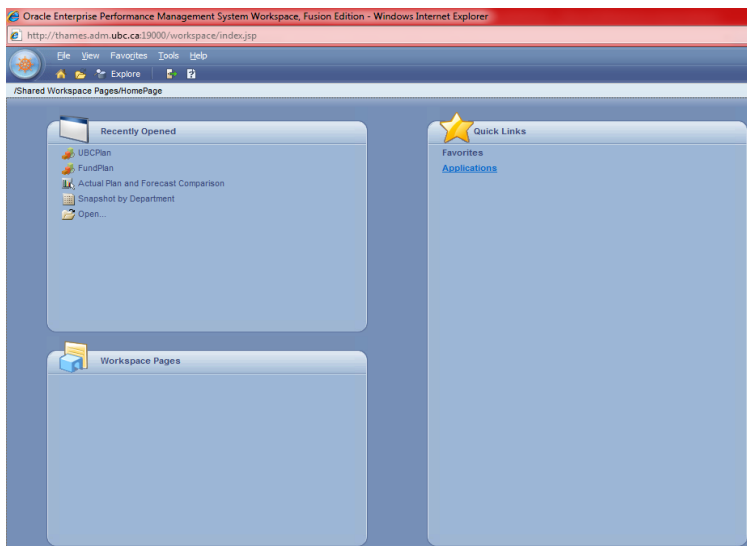
Step 3:- Please select “Management Systems Portal” and click “Continue”. It should take you to the following screen.

Note:- The screen might look slightly different based on you access.



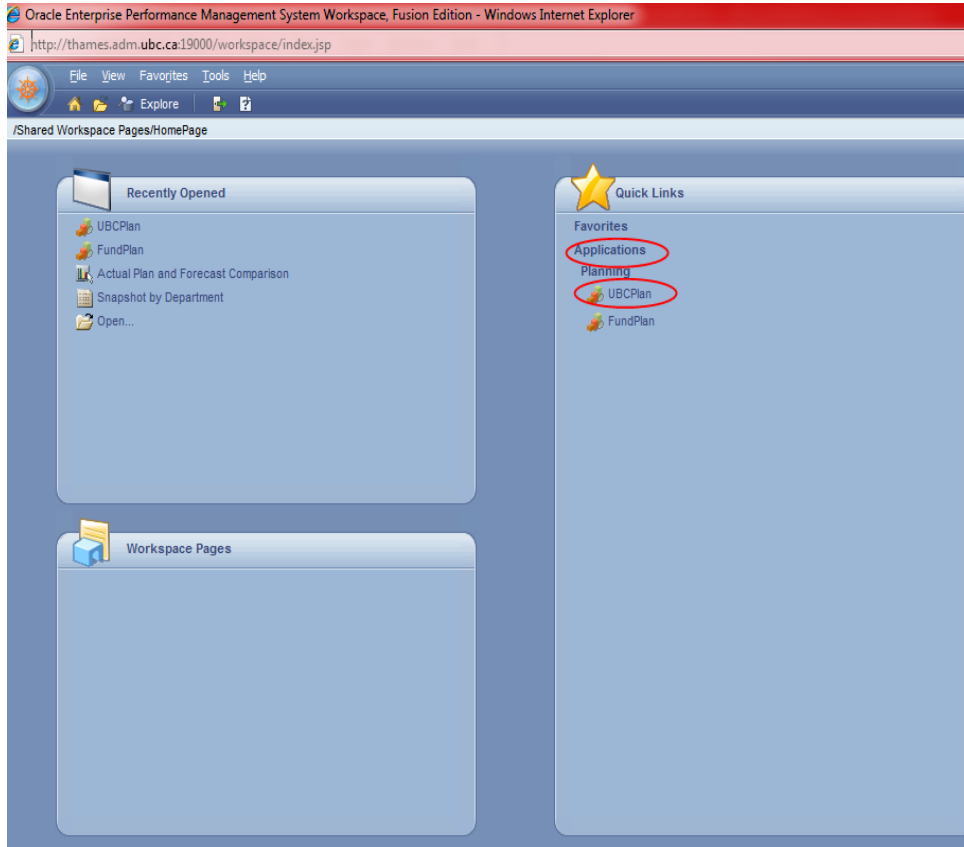
Step 4:- Please select the link “Budget System – Training Env” towards the bottom left on the page. It should open the application for you.

Note:- If you do not see this link – please contact the project team by email at budget@finance.ubc.ca

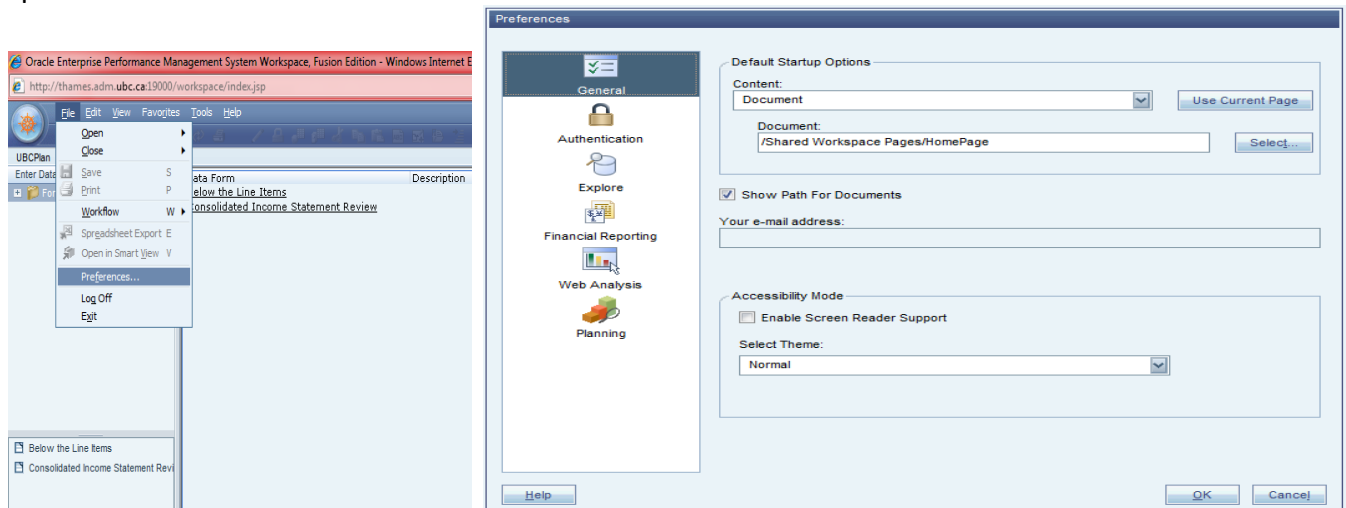




Step 5:- Click Applications & then UBCPlan



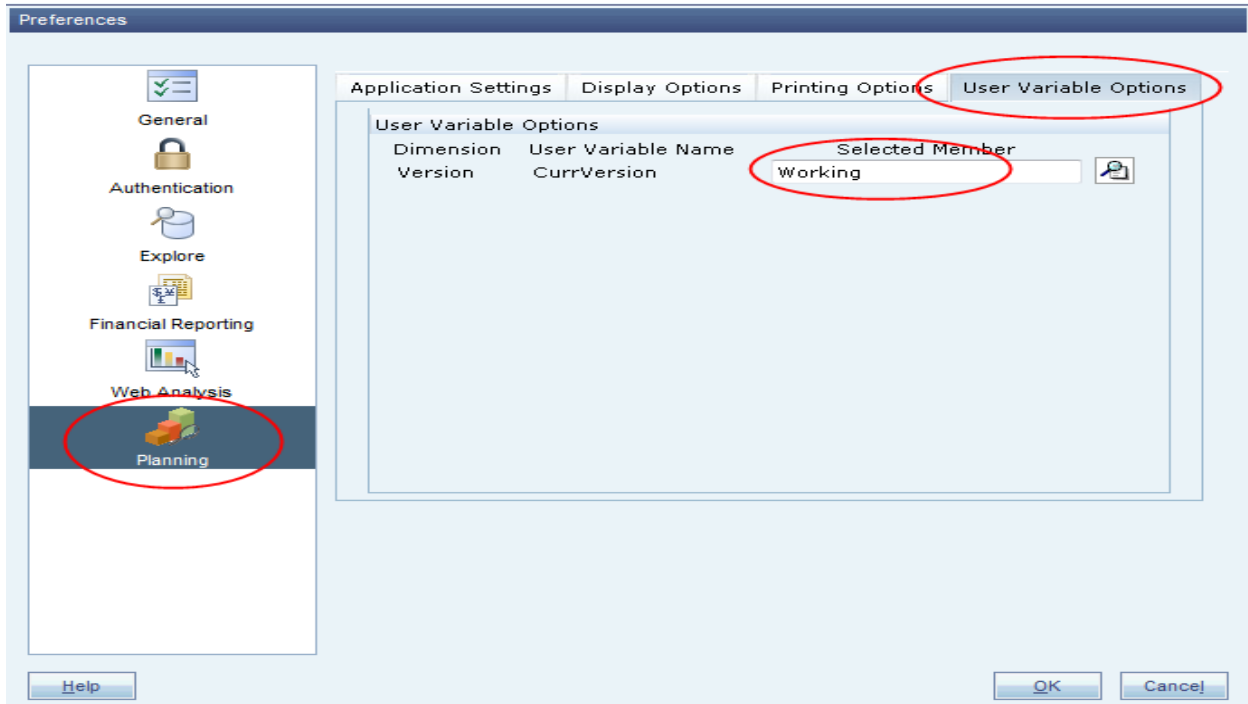
Step 5:- Once the application is open select “File → Preferences”. The following window should open.





Step 5:- Navigate to Planning → User Variable. Enter the value “Working” for CurrVersion. Click OK and you are good to go.

Happy Planning!



-Project Team
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