

## WMU Accounting Services GLOW Communication

Good morning,

We have an important GLOW update to provide you. GLOW has been a legacy system here at the University that hasn't changed much since it was developed internally in the 90's. In order to improve the University's cyber security, GLOW is being moved into PeopleSoft Financials (the same as JES, BES, and DME) and is ready for you to begin using. The old GLOW link will be disabled Monday, April 4, 2022. This was a condensed timeline in order to comply with IT security requirements highlighted by a recent cyber security audit.

We have a new comprehensive training manual and several training videos to assist you on our website, including step-by-step instructions on how to log-in: <https://wmich.edu/accounting-services/accounting/accounting-traininglinks>

There is also a quick-start guide at the same link on our website if you only need to know the enhanced features of the new GLOW system.

As this system is moving into PeopleSoft, it will now require the same access procedures as JES. A form must be submitted and processed for access. For the initial go-live, you will not need to provide a separate form for each individual in your department, you may provide one signed form ([Form #1](#)) and a listing of individuals who need access ([Form #2](#)).

While the new system looks and feels different than the old system, the information contained within the new system is exactly the same. Some of your processes will need to be tweaked slightly in order to accommodate the functionality of the new system. Following are some of the areas that we wanted to point out to you as items that may cause you to change the way you interact with GLOW.

First, GLOW does time out after 20 minutes of inactivity. This is due to enhanced security measures within PeopleSoft Financials.

Additionally, you will notice that there is no print button. GLOW contains historical transaction detail which will always be available for retrieval at a later date. If you need to save support for your documentation, please see the training manual or applicable training video for the options available to you: <https://wmich.edu/accounting-services/accounting/accounting-traininglinks>

Finally, utilizing the internet browser's "back" button will take you out of the new GLOW system rather than return you to the previous screen. There is a "return" button built into the drill down screens that you can utilize instead of using the "back" button.

If you know someone using GLOW who is not on the Business Manager distribution list, please share this information with them.

If you have questions, please email [acnt-contactus@wmich.edu](mailto:acnt-contactus@wmich.edu). Thank you for your cooperation and patience in helping the University become a more cyber secure environment.

Regards,  
Accounting Services