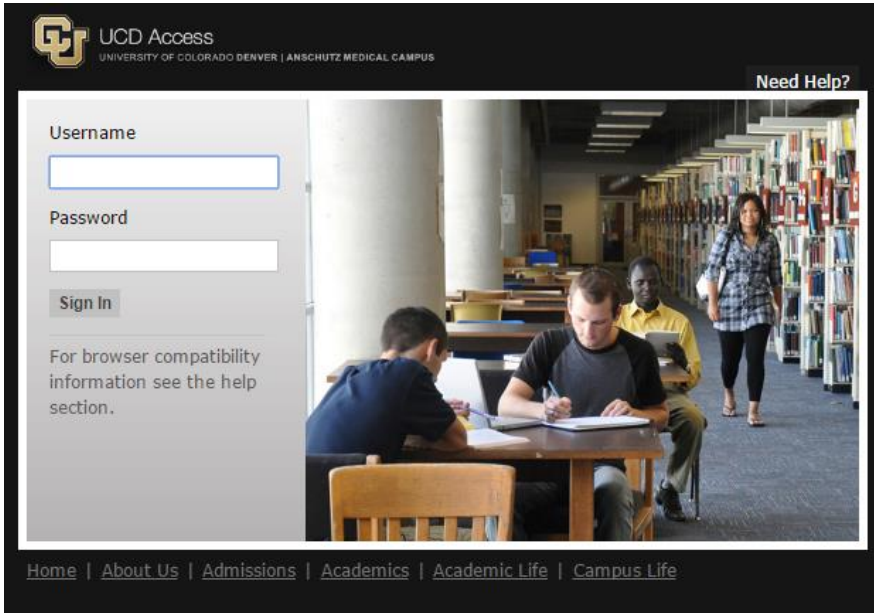
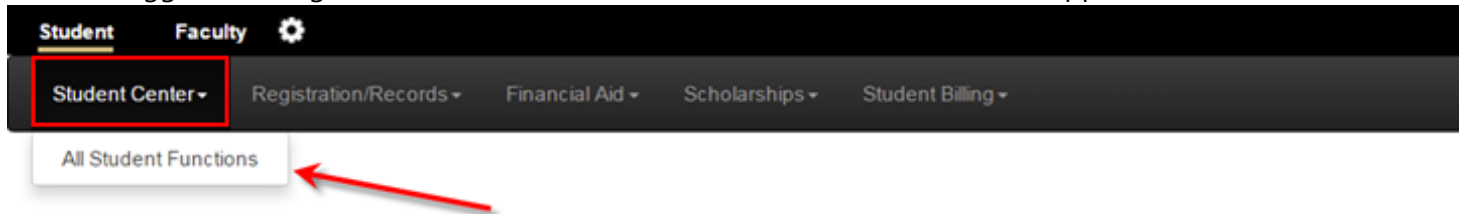


## Managing Your Portal Profile

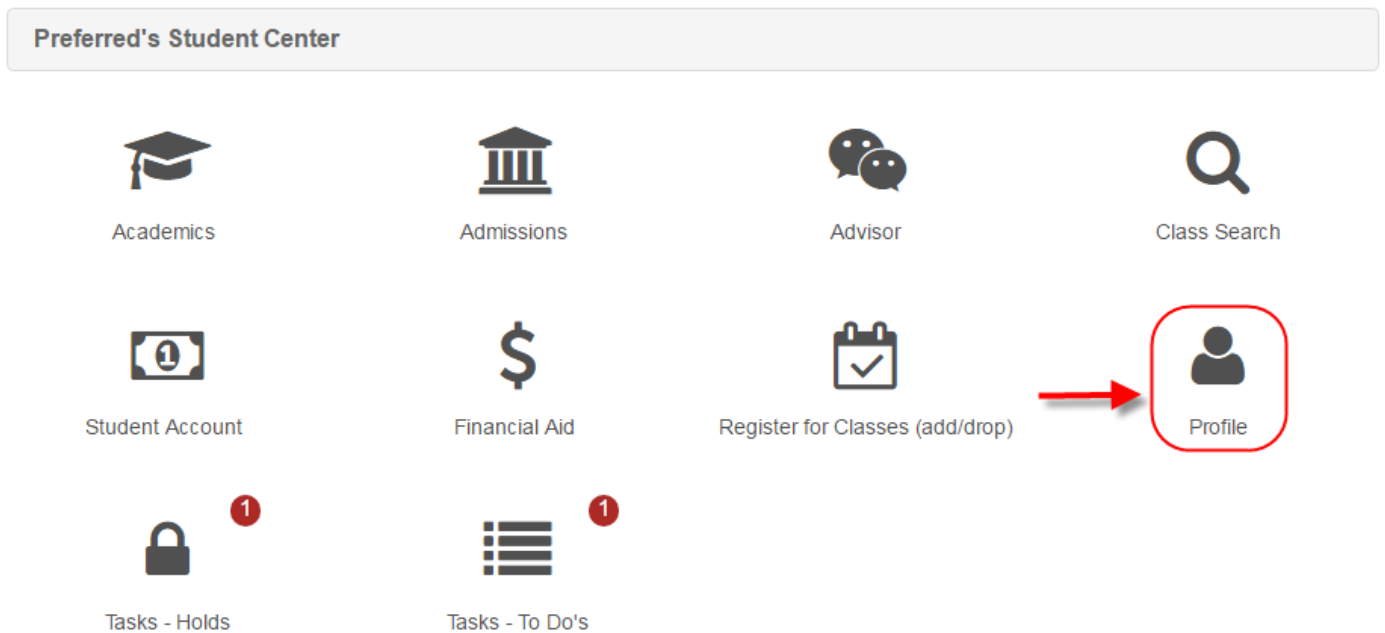
1. Log into the UCDAccess student portal.



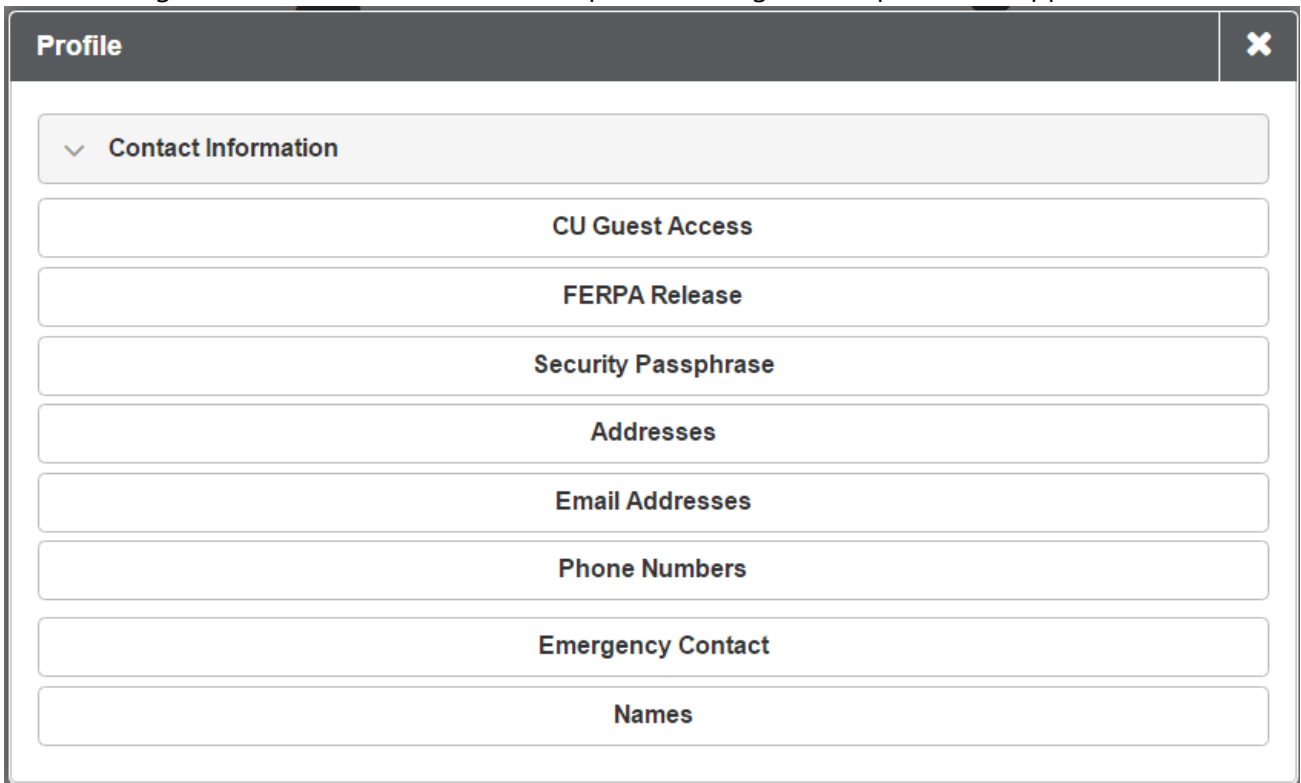
2. Once logged in, navigate to **Student Center** → **All Student Functions** in the upper left corner of the screen:



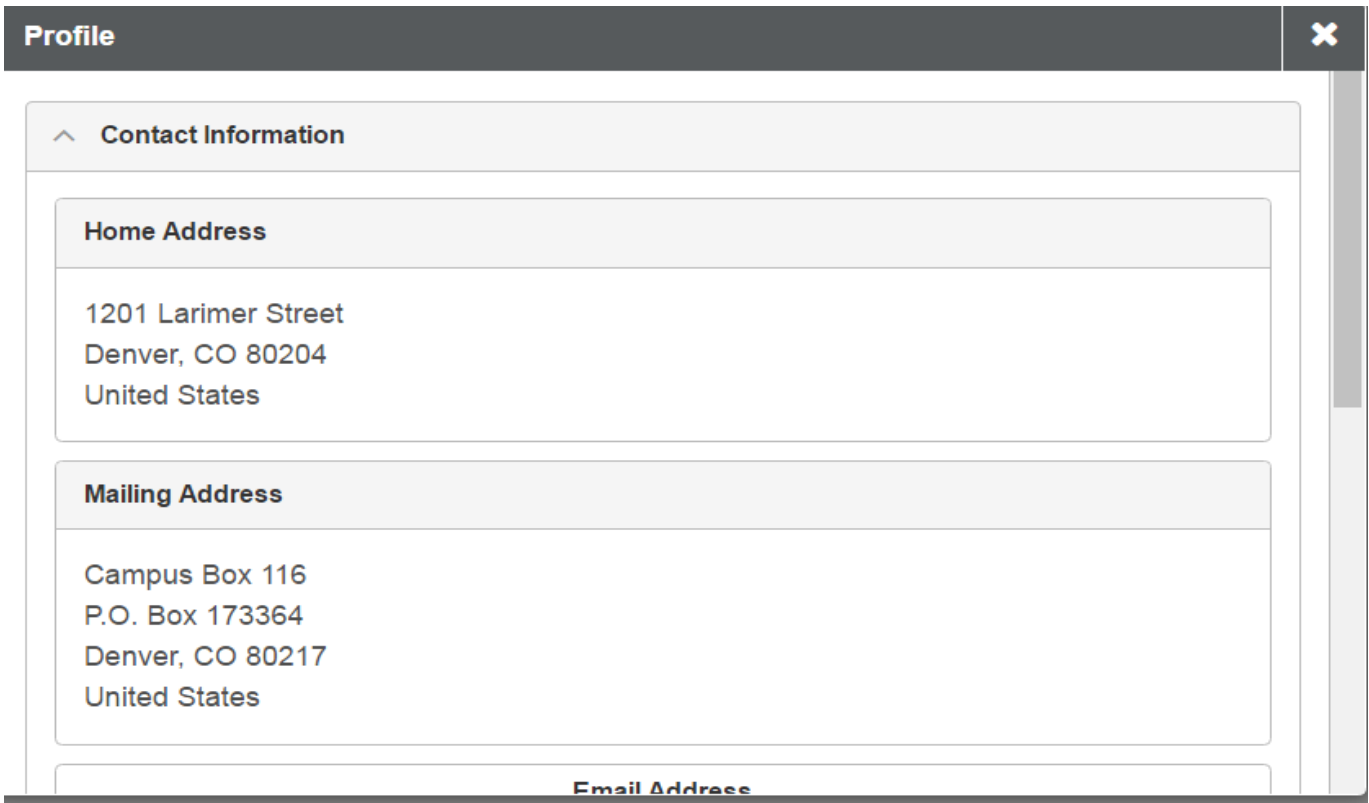
3. Navigate to the right side of the screen and click on **Profile**:



4. After clicking on **Profile**, a menu of available profile management options will appear:





**Contact Information:** This dropdown displays a summary of student's current contact information including: Home Address, Mailing Address, Email Address, and Home Phone number.



**CU Guest Access:** Manage authorized guest's view access the student's education record information.

1. Select "Authorize CU Guest Access" to grant a third party guest view access the student's education record.

**CU Guest Access – Summary**

 Student's Name  Menu



Below are the guests you have authorized to have view access to your own education record information online. To edit the information for a guest, click the Edit button. To authorize access to a new guest, click the Authorize CU Guest Access button. Note: This service only authorizes a guest to view specified information online when available. It does not permit university officials to release education record information directly to the guest. To allow for university officials to share information with individuals, see the information under FERPA Consent to Release.

No current CU guest access found.

**Authorize CU Guest Access**

2. Read the Terms and Conditions. If you, the student, agree and want to proceed, select "I accept." If you, the student, do not agree with the terms and conditions, select "I decline" to be re-directed to the "CU Guest Access – Summary" page.

**CU Guest Access – Terms and Conditions**

 Student's Name  Menu

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords students certain rights related to their education records.

In compliance with FERPA, information from a student's education record is considered private and is not released to third parties, with certain exceptions, without the student's explicit documented permission. The University of Colorado only releases education record information to parents or other third parties when a student has authorized permission for the university to release or disclose student information to them. It is important to note that a FERPA consent to release allows for the disclosure of specified education record information from any University of Colorado campus to the authorized individual.

Information that may be released to third parties without student consent is considered Directory Information. A student may restrict the release of directory information by submitting an official request for privacy with the university. See the Office of the Registrar for more information on FERPA and privacy requests.

I understand that, by clicking the "I accept" button below, I am giving written consent for the University of Colorado to allow view access to student information specified by me herein to the individual(s) identified as a guest for the purpose of facilitating the administration of the specified information. I am entitled to edit or revoke this authorized access at any time.

**I accept** **I decline**

- Fill in the required fields with the guest's name and email address. Then, select the access item(s) to grant to the guest.

CU Guest Access > CU Guest Access – Details [Return To CU Guest Access Summary](#)

**Student's Name** Menu

**\*Guest Name:**

**\*Guest Email Address:**

**\*Confirm Email Address:**

**Guest Status:** Unknown

**Access to Delegate**

Check this box to select ALL available

Use the arrows to view the description, start date, and transaction status of each access item.

<input type="checkbox"/>	TRANSACTION NAME	DESCRIPTION	START DATE
<input type="checkbox"/>	View COF	Authorize the ability for a guest to view COF (Undergraduate Colorado Residents Only)	
<input type="checkbox"/>	View Class Schedule	Authorize the ability for a guest to view your class schedule.	
<input type="checkbox"/>	View Contact Information	Authorize the ability for a guest to view your contact information.	

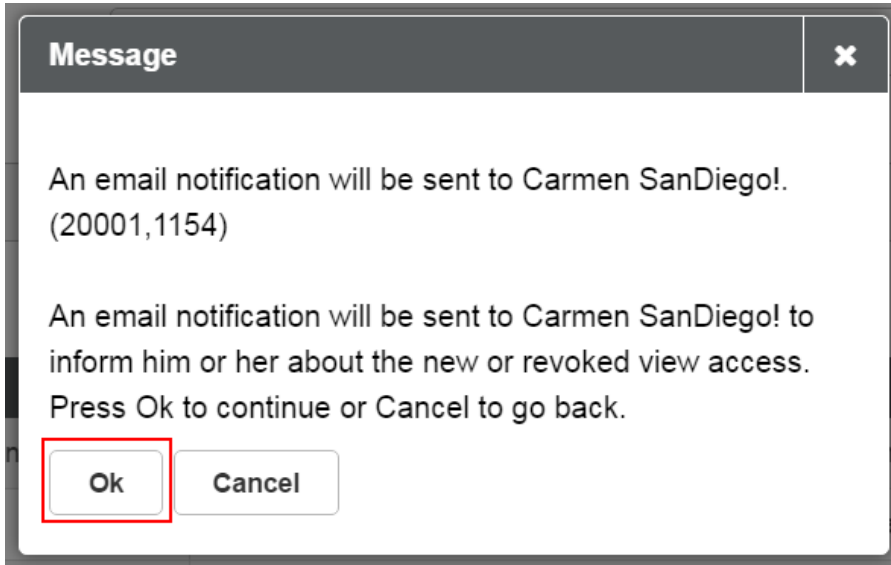
Use these checkboxes to select or deselect the items that the guest can have access to.

- After all fields have been filled out and access items have been selected, scroll to the bottom of the page and select "Save."

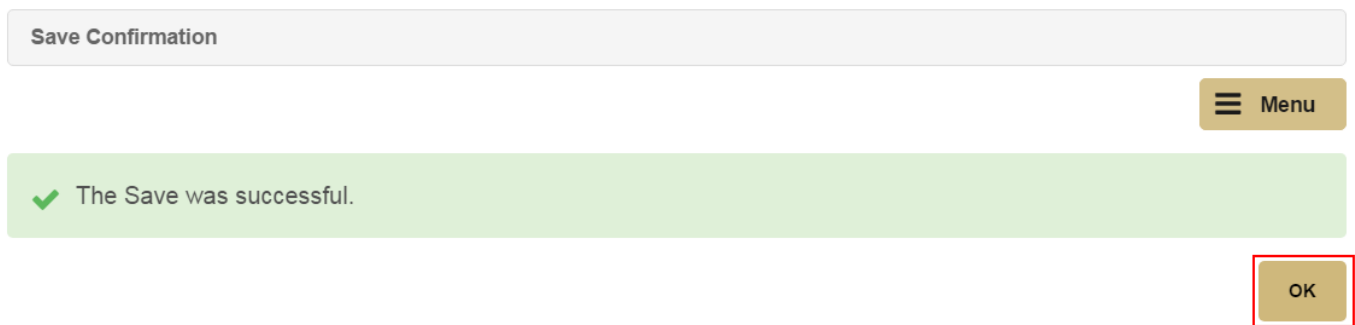
<input type="checkbox"/>	View Grades	Authorize the ability for a guest to view your grades.	
<input checked="" type="checkbox"/>	View Health Insurance Selection	Authorize the ability for a guest to view your health insurance selection	
<input checked="" type="checkbox"/>	View Holds	Authorize the ability for a guest to view the holds placed on your record.	
<input type="checkbox"/>	View Program/Plan	Authorize the ability for a guest to view program/plan data.	
<input type="checkbox"/>	View Transfer Credit Report	Authorize the ability for a guest to view your Transfer Credit Report.	
<input checked="" type="checkbox"/>	View Unofficial Transcripts	Authorize the ability for a guest to view your unofficial transcripts.	

Save

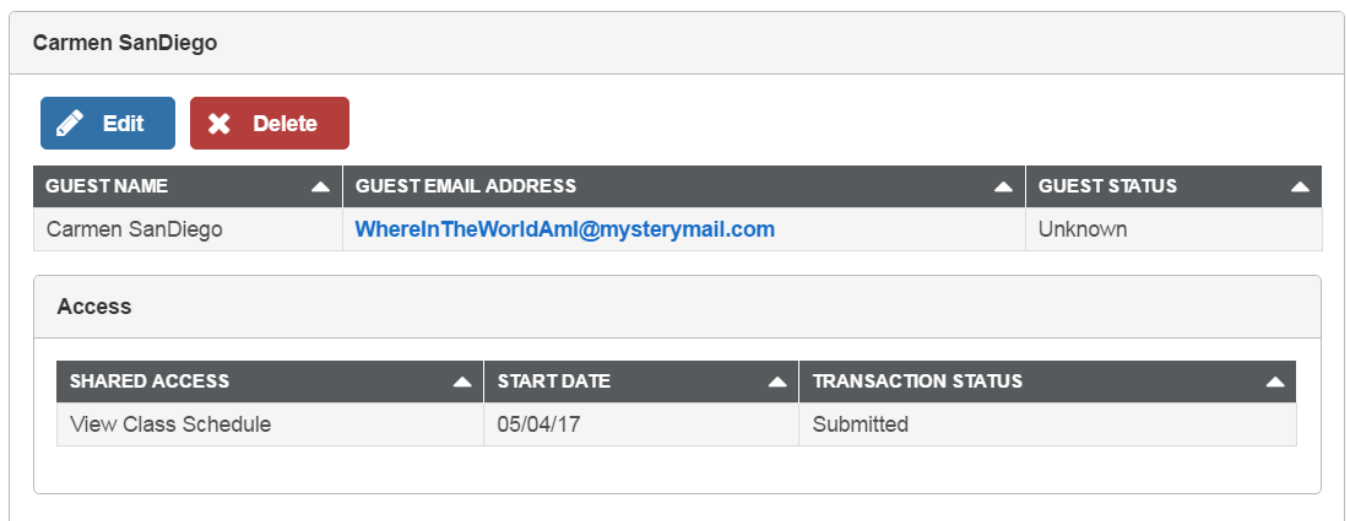
A message will appear regarding an email notification that will be sent to the guest. To continue, save the changes, and send the email notification; select "Ok."



5. Review the "Save Confirmation" page, then select "OK."





The page will return to the "CU Guest Access – Summary" page where the newly added guest and their access is now listed.



The email notification sent to guests includes instructions and security key needed to complete CU Guest access setup process.

6. To change a guest's name, email address, or access; select "Edit." After the changes are made, scroll to the bottom of the page and select "Save."

Carmen SanDiego


 

GUEST NAME ▲	GUEST EMAIL ADDRESS ▲	GUEST STATUS ▲
Carmen SanDiego	<a href="mailto:WhereInTheWorldAml@mysteryemail.com">WhereInTheWorldAml@mysteryemail.com</a>	Unknown


Access

SHARED ACCESS ▲	START DATE ▲	TRANSACTION STATUS ▲
View Class Schedule	05/04/17	Submitted
View Advisor Information	05/04/17	Submitted
View COF	05/04/17	Submitted

View Unofficial Transcripts    Authorize the ability for a guest to view your unofficial transcripts.


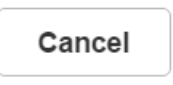


Any changes to the guest's access or email address require an email notification to be sent to the guest. To continue, save the changes, and send the email notification; select "Ok."

**Message** 



An email notification will be sent to Carmen SanDiego!.  
(20001,1154)

An email notification will be sent to Carmen SanDiego! to inform him or her about the new or revoked view access. Press Ok to continue or Cancel to go back.

7. To remove a guest and revoke their access, select "Delete."

Carmen SanDiego

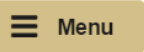
GUEST NAME ▲	GUEST EMAIL ADDRESS ▲	GUEST STATUS ▲
Carmen SanDiego	<a href="mailto:WhereInTheWorldAml@mysteryemail.com">WhereInTheWorldAml@mysteryemail.com</a>	Unknown

Access



SHARED ACCESS ▲	START DATE ▲	TRANSACTION STATUS ▲
View Class Schedule	05/04/17	Submitted
View Advisor Information	05/04/17	Submitted
View COF	05/04/17	Submitted

Then, confirm the deletion by selecting "Yes – Delete."

Delete Confirmation

 Menu

Are you sure you want to delete Carmen SanDiego?

**FERPA Release:** Authorize parents or other third parties access to some or all of your education record information – over the phone, in person, or written request.

1. To authorize an individual or an organization to obtain information from an education record, fill out the FERPA Release form as shown and select "Save" when complete.

The screenshot shows the 'FERPA Release Information Find' form. At the top, a search bar contains the text 'Provide authorized individual's first name, last name, and/or organization (if applicable)'. Below this are input fields for 'First Name' (Carmen), 'Last Name' (SanDiego), and 'Organization' (Mystery Organization). A password field contains 'WINTW17!' with a callout: 'Enter password that will be used by university officials to confirm identity of authorized individual requesting information.' Below the fields are three radio button options: 'All Education Records' (checked), 'Financial Record Only', and 'Academic Record Only'. At the bottom left are '+ Add' and 'X Delete' buttons with a callout: 'Select "Add" to designate additional individuals. Select "Delete" to remove/ revoke an individuals access.' At the bottom right is a 'Save' button. A callout above the radio buttons says: 'Select which category of information this individual is authorized to be given.'

2. Review "Save Confirmation" and select "Ok" to return to the FERPA Release page.



The screenshot shows the 'FERPA Restrictions > Save Confirmation' page. At the top right is a 'Menu' button. A green success message reads: 'The Save was successful.' Below the message is the text: 'To review your saved selections, go back to the Authorize/Edit FERPA Consent to Release page.' At the bottom right is an 'OK' button.



**Security Passphrase:** Manage passphrase used to verify identity when requesting assistance from University staff over the phone or in-person without photo-ID.

1. Enter the preferred security passphrase in the field below. Select "Save" when done.

Security Passphrase

 Student's Name  Menu

You are required to set a security passphrase in order for the University to assist you over the phone or in-person without a photo ID. Your passphrase can be up to 50 alphabetical characters. Numbers, symbols, and special characters are not accepted.

Do not use your IdentiKey password, and do not share your security passphrase with anyone. If your passphrase contains lewd, intimidating, abusive, or threatening language, you may be refused service and referred to the Office of Student Conduct.

Add or Edit Security Passphrase here (50 Character Limit)

Security Passphrase

If the security passphrase does not meet the criterion, the below error message will be displayed. Select "Ok" and adjust the passphrase until it is successfully saved.

**Message** ✕

Security passphrases cannot be over 50 characters; numbers, symbols, and special characters are not accepted.

**Addresses:** Manage Home, Mailing, and Local addresses.

1. To add a new address, select "Add a new address" in the lower right corner.

Student's Names Menu

View, add, change or delete an address.

ADDRESS TYPE	ADDRESS	EDIT
Home	1201 Larmier Street Denver, CO 80204 United States	Edit
Mail	1234 Larmier Street Denver, CO 80204 United States	Edit
Local	1201 Larmier Street Denver, CO 80204 United States	Edit

[Add a new address](#)

2. Enter the new address in the applicable fields. If entering an international address, select "Change Country" to select a different country. When finished, select "Ok."

Edit Address Menu

Country: United States [Click here to look up another country.](#) **Change Country**

Address 1:

Address 2:

Address 3:

Town or City:

State:

Postal:

County:

[OK](#) [Cancel](#)

3. Check the box for the address type(s) associated with the new address.

If corrections are needed, use the "Edit Address" button.

Enter the date that the address will take effect. For example, if a student is moving over the summer and their mailing address will be different starting August 1<sup>st</sup>, 2017, the student can set the effective date to 08/01/2017. Otherwise, the effective date will default to the current date that the address data is saved.

When finished, select "Save."

Addresses > Add a new address Return To Current Addresses

**Student's Name** Menu

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (\*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

**Address Types**

Home \*  
  Mail \*  
  Local \*  
  F1/J1 Intl

**Add a new address**

1201 Larimer Street  
Denver, CO 80204  
United States

[Edit Address](#)

Date new address will take effect:  (EXAMPLE: 12/31/2000)

[Save](#)

4. Review the "Save Confirmation" page, then select "OK".

Change Address > Save Confirmation Menu

✓ The Save was successful.

[OK](#)

5. To edit an existing address, select "Edit" for the address type that needs to be changed and then repeat the same steps outlined above when adding a new address.

Addresses Menu

**Student's Name** Menu

View, add, change or delete an address.

ADDRESS TYPE	ADDRESS	EDIT
Home	1201 Larimer Street Denver, CO 80204 United States	<a href="#">Edit</a>
Mail	1234 Larimer Street Denver, CO 80204 United States	<a href="#">Edit</a>
Local	1201 Larimer Street Denver, CO 80204 United States	<a href="#">Edit</a>

[Add a new address](#)

**Email Addresses:** Manage Pre-CU enrollment and Parent email addresses.

*\*Note: CU Denver (@ucdenver.edu) email addresses cannot be modified or deleted as they are provided by and considered official means of communication within the University of Colorado.*

1. To add a new email address, select "Add an Email Address" in the lower right corner of the screen.

Below you may add or edit the personal email types of Pre CU Enrollment and Parent.

The screenshot shows a list of email addresses. The first entry is for 'UC Denver' with the email address 'Student.Name@ucdenver.edu' and a 'Delete' button. The second entry is for 'Pre CU Enrollment' with the email address 'PersonalEmail@mail.com' and a 'Delete' button. At the bottom right, there is a button labeled 'Add an Email Address' which is highlighted with a red box, and a 'Save' button next to it.

2. Select the Email type from the drop down (Pre CU Enrollment or Parent) and enter the email address.

The screenshot shows the 'New \*Email Type' form. The 'Email Type' dropdown menu is highlighted with a red box. A tooltip points to the dropdown with the text 'Select "Pre CU Enrollment" or "Parent"'. The 'Email Address' field contains 'Parent.Email@mail.com' and there is a 'Delete' button.

3. After the email type and address have been entered, select "Save" in the bottom right corner of the screen.

The screenshot shows the email management interface with the 'Parent' email type selected in the dropdown. The 'Email Address' field contains 'Parent.email@mail.com'. At the bottom right, the 'Save' button is highlighted with a red box.

4. Review the "Save Confirmation" page, then select "OK."

The screenshot shows the 'Save Confirmation' page. At the top, it says 'Email Addresses > Save Confirmation'. A green message bar at the bottom says 'The Save was successful.' with a checkmark icon. The 'OK' button is highlighted with a red box.

## Phone Numbers: Manage Home and Cell/Mobile phone numbers.

1. To add a new phone number, select "Add a Phone Number" in the bottom right corner of the screen.

Phone Numbers

Student's Name Menu

\* Required Field

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

Cell/Mobile CHANGE PHONE TYPE

\*Phone

More Options

Ext

Country

Preferred

2. Select the "Phone Type" from the drop down menu and enter the phone number.

New Phone Type

Phone Type  Cell/Mobile  
Cell/Mobile 2  
Home  
Local

\*Phone

More Options

Ext

Country

Preferred If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox

3. Once finished, select "Save" in the bottom right corner of the screen.

Cell/Mobile 2 CHANGE PHONE TYPE

\*Phone

More Options

Preferred

Cell/Mobile

- Review the "Save Confirmation" page, then select "OK."

Phone Numbers > Save Confirmation

Menu

✔ The Save was successful.

OK

**Emergency Contact:** Manage Emergency Contact information.

- To add a new emergency contact, select "Add an Emergency Contact" in the bottom right corner of the screen.

Emergency Contacts

Student's Name Menu

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

No current emergency contact information found.

Add an Emergency Contact

- Fill out all applicable information about the emergency contact. When finished, select "Save."

\* Required Field

\*Contact Name Emergency Contact Name

\*Relationship Other Choose the most applicable relationship from the drop down list.

**Contact's Address**

Same Address as Individual Check this box to auto populate the address associated with the student's record, if it's the same for the student and emergency contact.

Country United States

Address United States

Edit Address If the emergency contact's address is different from the student's, use this button to add the emergency contact's address.

**Contact's Phone**

Same Phone as Individual Check this box to auto populate the preferred phone number associated with the student's record, if it's the same for the student and emergency contact.

\*Phone 303-111-1111

Extension

Country

**Other Telephone Numbers**

*PHONE TYPE	PHONE NUMBER	EXTENSION	COUNTRY

+ Add a Phone Number Use this button to add additional phone numbers for this emergency contact.

**Contact's Email Address**

Email Emergency.Contact@mail.com

Save

3. Review the "Save Confirmation" page, then select "OK."

Save Confirmation

Menu

✓ The Save was successful.

OK

**Names:** Manage student's preferred name (first, middle).

*\*Note: Primary (Legal) Name may only be updated with [official documentation](#).*

1. To add a Preferred name, select "Add a new name" in the bottom right corner of the screen.

Names

Student's Name

Menu

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

You may add, edit or delete a Preferred Name below. Your Primary (Legal) Name may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site:  
[Boulder, Denver, Anschutz, Colorado Springs](#)

Primary	
Name Type	Primary
Name	First Middle Last

Add a new name

2. Select "Preferred" from the name type drop down menu. Enter preferred fist name and/or preferred middle name. When finished, select "Save"

Names > Add a new name

Return To Current Names

Student's Name

Menu

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type: Preferred

Format Using: English

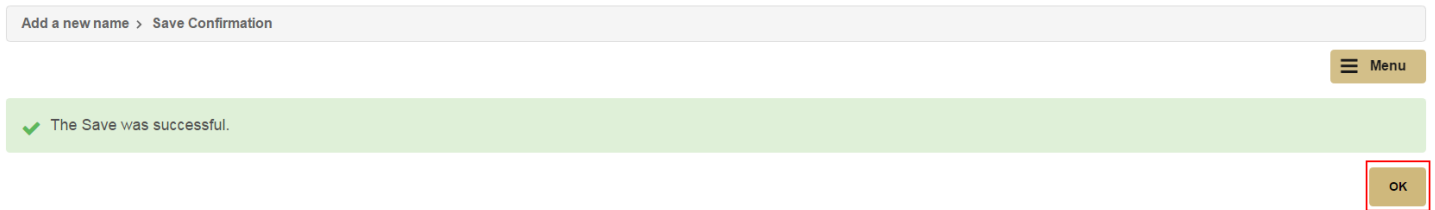
First Name: Preferred First Name

Middle Name: Preferred Middle Name

Last Name: Legal Last Name

Save

3. Review the "Save Confirmation" page, then select "OK."



4. When a "Preferred Name" is added, this name will be displayed throughout the student's portal.

