W-4 Completion

On your training program start date, you will have access to the electronic W-4 forms from the “My Info and Pay” dropdown menu with the CU Portal (you will not have access to the W-4 section of your CU Portal until that date). On your program start date, please follow the below instructions to log into the CU Portal and update these documents to ensure there is no delay in receiving your paycheck.

1. CU Portal Access*
   a. Log in site: https://passport.ucdenver.edu/login.php
      i. Insert username (University username)
      ii. Insert password (University password)
      iii. If prompted, select UCD Access

Upon login you will see a screen similar to this.

Click on the “My Info and Pay” tab and select W-4 from the dropdown menu.
To input information for the W-4 forms, you must complete Two-Factor Authentication.

Once you have requested a passcode, you will receive a text message to the cellphone number provided to your training program. Upon receipt of this message, you will have 10 minutes to enter the passcode into this website in order to access and complete these electronic forms.

* Please note that CU GME Benefits are NOT listed in the “Benefits Summary” section of the CU Portal. For information on health, dental, life, disability and optional vision coverage through CU GME, contact CU GME Benefits Office at (303) 724-6024 or Dee.Fetter@ucdenver.edu.