How To Grant Student Permissions in the Portal

**Step 1:** After logging into UCD Access, select ‘Additional Functions & Info’ under the Student Billing menu option.
**Step 2:** Click on the Student Center link.

**Additional Functions & Information - Student Billing**

- Click here for the following:
  - View your current account balance and e-bill
  - Make an online payment
  - Set-up Authorized Payers
  - Sign-up for Direct Deposit

Visit the [Bursar’s website](#) for:

- Important Dates and Deadlines
- Tuition and Fee Rates and Descriptions
- Employee Tuition Waiver Forms and Instructions

**Step 3:** Click on the ‘Account Inquiry’ link.
How to Grant Student Permissions in the Portal
**Step 4:** Click on the Account Services tab.

![Account Inquiry summary](image)

### Summary

**Account Summary**

<table>
<thead>
<tr>
<th>Account Summary-Denver Account Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Balance</strong></td>
</tr>
<tr>
<td>- Due Now</td>
</tr>
<tr>
<td>- Future Due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What I Owe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>Fall 2015</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.
Step 5: Click on the student permission sub-tab.

1098T Tax Form

1098-T Report Selection

Years listed indicate which 1098-T statements are available for you to access. Select the desired year. You will then be prompted to select "1098-T Form" or "1098-T Transaction Detail" (itemized account activity).

Note:
1. Universities have the option to report either payments received (Box 1) or amounts billed (Box 2). The University of Colorado (CU) reports Box 2; therefore Box 1 is blank for all students.
2. If you use a pop up blocker, you will have to disable it to display your 1098-T.
3. If there is no hyperlink for the tax year, a form is not available. If a form is not available and you attended CU during the calendar year, please contact the Bursar’s Office for more information about why your form was not created.
4. Please note that the Printed Date will only be visible for years you received a paper copy.
5. If you attend more than one CU campus, all information will be combined on one form.

⚠️ WARNING: This page contains sensitive personal information. Remember to close this browser before leaving to ensure your personal information is not compromised.
Step 6: Click on the Grant Permissions button.

No student permission information on file.

Step 7: Select the button for ‘FIN_AID’ and then click Next.

1. Select Permission Form

If you are receiving financial aid, please read and take appropriate action. No action is required if you are not a financial aid recipient.

The Department of Education has federal regulations that authorize CU to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the university and include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal TEACH Grant
- Federal Perkins Loan

Select a permission form and click next to continue with the agreement process or click cancel.
Step 8: Check the box to grant your approval and submit.

Student Permissions

2. Permission Form Agreement

I authorize the university to apply my Title IV financial aid funds toward any university charges as previously described that may appear on my account.

Federal Financial Aid permission form

The agreement is dated: 09/23/2015

Yes, I have read the agreement

CANCEL PREVIOUS SUBMIT

Step 9: You’ll get the confirmation screen. Click on the View Student Permission button to view your permissions.

Student Permissions

3. Student Permission Confirmation

Your permission form has been accepted.

VIEW STUDENT PERMISSION

Step 10: You are now back to the student permission sub-tab where you can now view your FIN_AID permission.
Student Permission

Below is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link.

Click on the grant permission button to process additional permission forms.

<table>
<thead>
<tr>
<th>Permission Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN_AID</td>
<td>Federal Financial Aid permission form</td>
</tr>
</tbody>
</table>