HOW TO ACTIVATE YOUR CU DENVER STUDENT PORTAL (UCDACCESS)
FIRST STEP:

- Start by going to the CU Denver home page

www.ucdenver.edu
Click on the quick links tab on the far right of the screen.

Select UCDAccess
THEN:

- Select the Need Help link on the far right of the screen.
Select the new student tab

Continue on to select the Denver campus tab
Do you have the right username and password for UCDAccess?

To log into the UCDAccess portal you will need your official university username and password. These are the ones that you obtained through using the appropriate site below for your campus. Please note that these credentials are different than the ones you may have used for the prospective student portal.

Do you need to claim your official university username and password?

You will need to claim your official university account to get your new username and password by visiting the appropriate site for your campus. (Please note that your new account and credentials may not be available to claim for up to 48 hours after you are officially notified that you have been admitted.)

- Denver Campus
  - Anschutz Medical Campus

Have you forgotten your official university password?

If you have forgotten your official username or your password, please visit MyAccount to retrieve your username and password.
FINALLY:

- You will be redirected to the page where you will begin to claim your new student account.
- Select the link that says http://myaccount.ucdenver.edu
CLAIMING YOUR ACCOUNT

- Step 1: Enter your Information into the MyAccount Page
- Enter in your Employee or Student ID Number
- Then your Legal Last Name
- And select your Month and Day of Birth using the drop down menus
- After you enter your information onto the form, click the Submit button
MyAccount

Please answer the following account details

Student / Employee ID #
8xxxxxxxxx

Last Name
Smith

Birthdate
January
- Select Day -
If your account is not ready to be claimed or your information is not entered in correctly, you will receive an “account not found” error.

Verify the information you entered is correct. If you need further assistance, you can call the IT Services Help Desk at (303) 724-4357, available Monday-Friday, 7:30am-5pm.
STEP 2: SELECT AND ANSWER YOUR 5 SECURITY QUESTIONS

- If your account is ready to be claimed, you will be taken to the next page.

- The next page will display your name at the top and ask you to select and answer 5 security questions (please note: your answers are not case-sensitive).

- It is recommended that you use only numbers and letters for your answers (no symbols).

- It is recommended that you use answers between 4 to 16 characters in length.
MyAccount

JOHN DOE

Please choose 5 Security Registration Questions

Each question can only be used once

Question 1
- Select Question -

Question 2
- Select Question -

Question 3
- Select Question -

Question 4
- Select Question -

Question 5
- Select Question -

Submit
The next page will be where you create and confirm your account password, the password requirements are displayed on the right side of the page.

Click the submit button after you create and confirm your password.

You will receive an error message if the password you enter in the “password” and “confirm password” fields do not match or if your password does not meet the password requirements.
MyAccount

Please enter and confirm a password

Password

Confirm Password

Password Requirements:

- Minimum 8 characters in length
- Contains 3 out of 4 (3/4) of the following items:
  - Uppercase letters
  - Lowercase letters
  - Numbers
  - Special Characters (Symbols)
- Password may not contain any part of your name or ID greater than 2 characters
- Password cannot be one that was previously used up to 12 passwords

Submit
STEP 4: ACCOUNT CLAIMING SUCCESS AND CONFIRMATION

- When successful your username, email address (and Windows Live username) will be displayed.

- Please take note of your username, email address and password for future use.
Also make note of:

- You will go through the same process of entering in your username, first and last name, or university email address if you forget your password and need to create another one.

- Students and Employees: You will need your University Username & Password to login to the UCD Access Portal, University VPN, Campus Computers, Webmail (Employees Only) and other resources.

- Students: You will use your University Email Address & Password to login to your Windows Live Email Account.