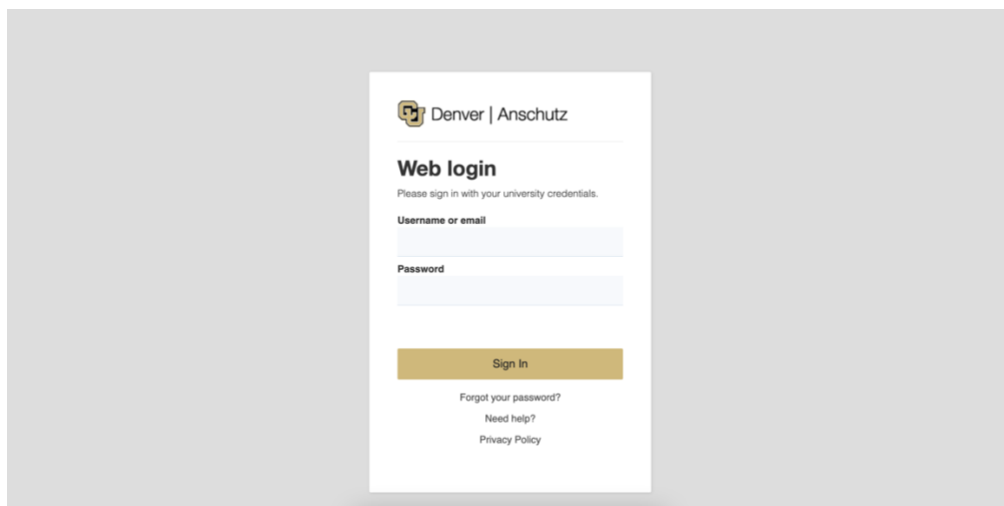


Emailing Students via UCD Access

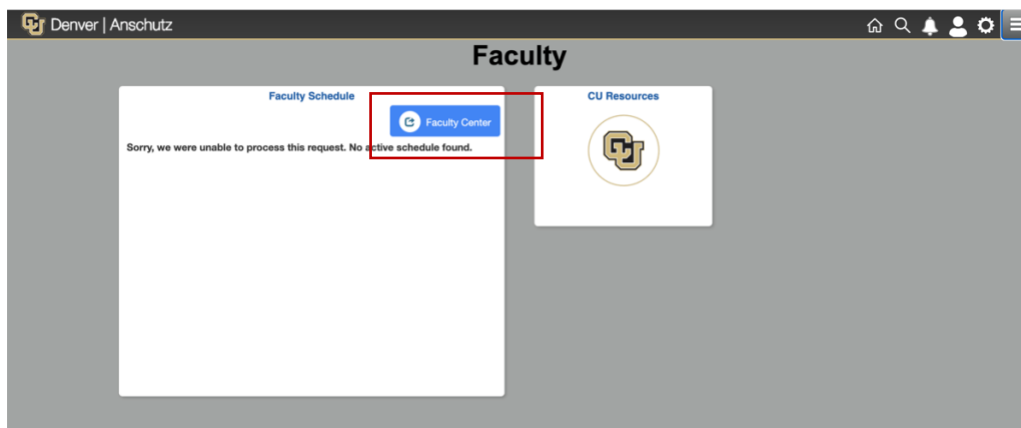


The easiest way to connect with your students prior to the semester starting is by using UCDAccess. You can send email messages to your students by following the directions below.

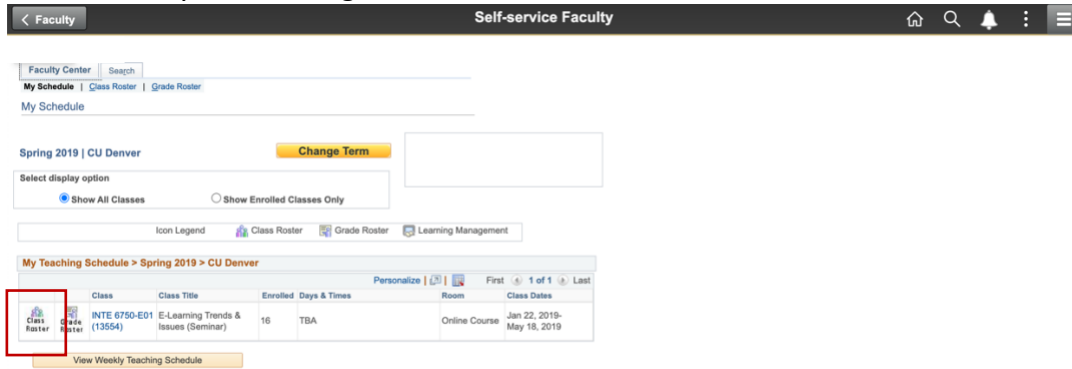
1. Log into UCDAccess by going to ucdenver.edu/ucdaccess. In addition to your username and password, you must also authenticate with DUO, multifactor authentication. If you need assistance with DUO, please contact the OIT Service Desk.



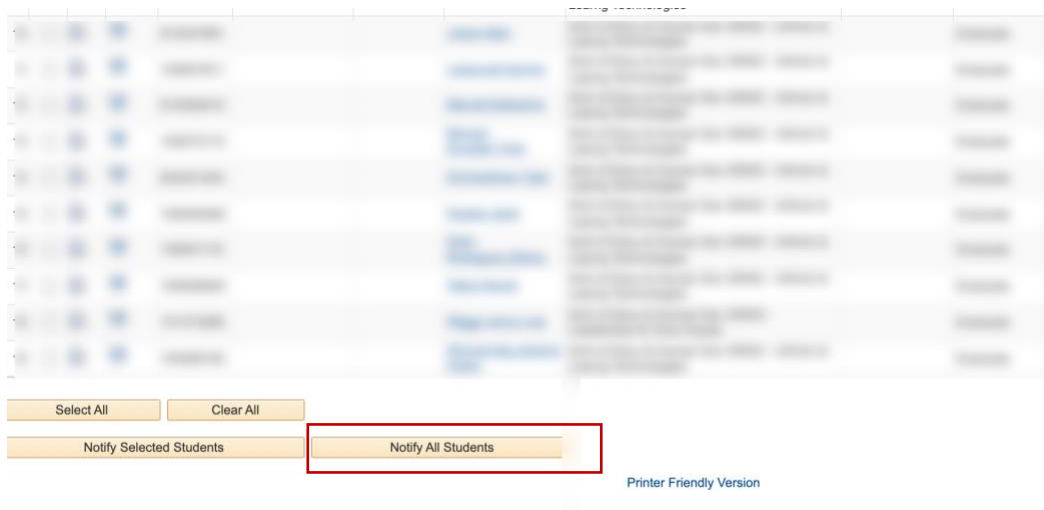
2. Click the blue "Faculty Center" link to view your courses.



3. From your teaching schedule, choose “class roster.”



4. Scroll to the bottom of the roster and select “Notify All Students.”



5. Enter a subject, message text, and choose “send notification.”

