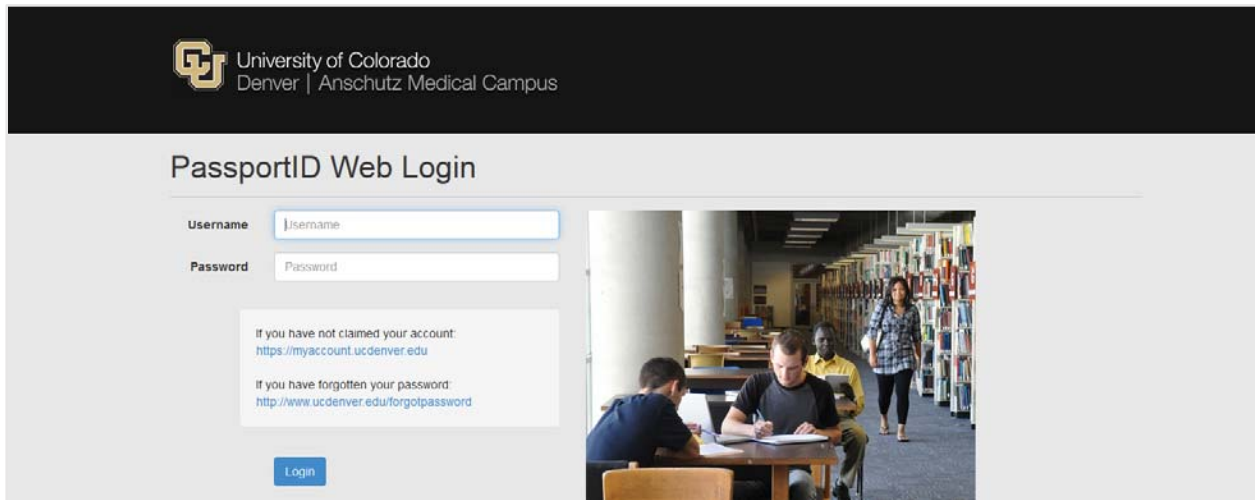


# Singularity Document Management System

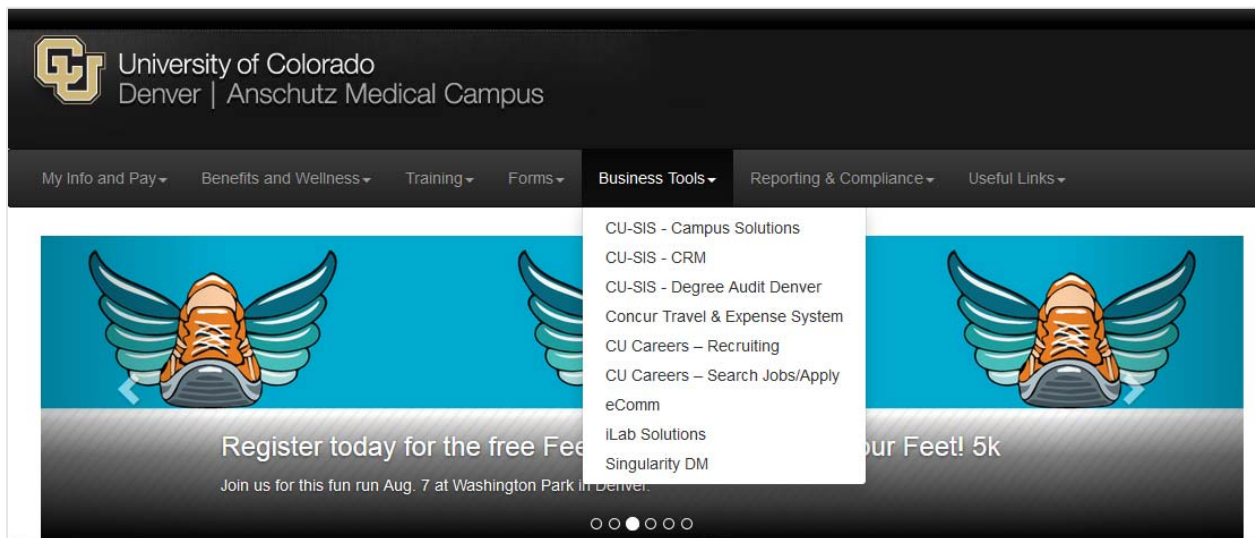
Singularity is the CU System's document imaging and record system. Most importantly, academic advisors use Singularity to access students' transcripts (high school, college, and international), and on some occasions, test scores (AP and IB) – documents scanned by the Admissions Office.

## Accessing Singularity

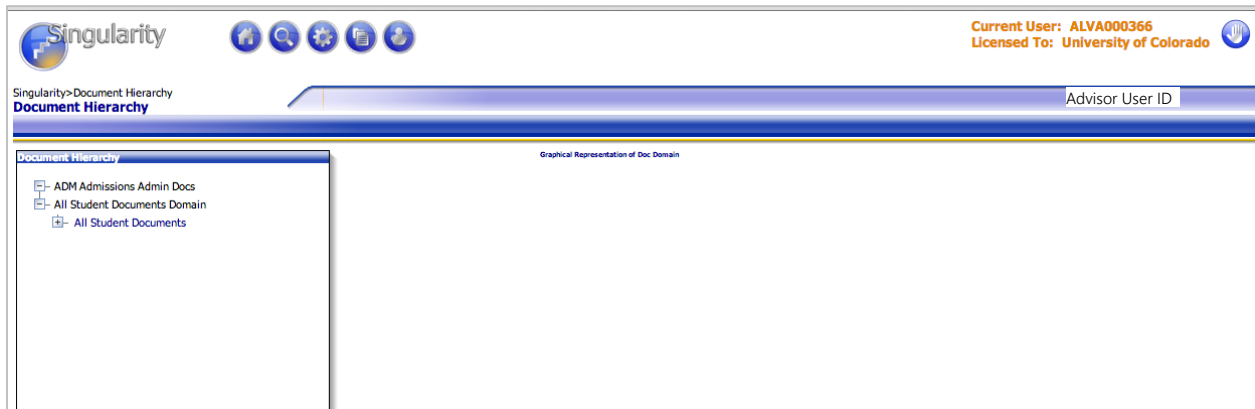
Log into UCD Access using your CU Denver PassportID username and password.



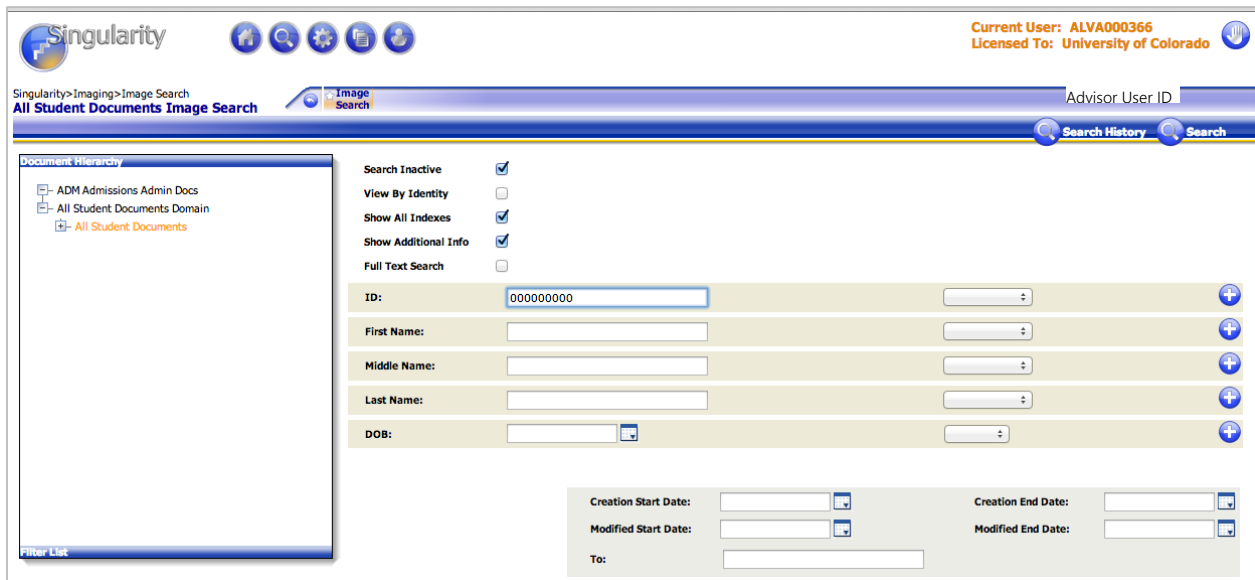
At the top of the page, click **Business Tools** ▼ and select Singularity DM.



On the left-side navigation menu of the Singularity homepage, click on “All Student Documents.”



On the All Students Document Image Search page, enter the student’s ID (no dashes) in the “ID” field.





On the search results page, you will see the list of documents associated with the student’s record. Please note there may be additional pages of search results. Documents may include the student’s undergraduate application, high school and/or college transcripts, and additional information (e.g., international transcripts, exam test scores, etc.) associated with the student’s application. The Description column provides identifying information about the student. The last two columns on the right side provide details about when the document/information was entered and when it was modified.

Documents may be accessed by clicking on the image thumbnail or by clicking on “Export as PDF.”

Document Hierarchy

- ADM Admissions Admin Docs
- All Student Documents Domain
  - All Student Documents

- Filter List
- Statistics
- Search Criteria
- Workflow Information

Destinations	Image Thumbnail	Description	Date Entered	Date Modified
<a href="#">ADM Undergraduate Application</a>	 <p>PDF Document</p>	<ul style="list-style-type: none"> <li>Image Values</li> <li>Workflow History</li> <li>View Image</li> <li>Go to Page</li> <li>OCR Text</li> <li>Image Utilities</li> </ul> <p>Document has 1 page(s)</p>	7/25/11 5:59:30 PM MDT	7/25/11 5:59:30 PM MDT
<a href="#">ADM HS Transcript</a>		<ul style="list-style-type: none"> <li>Image Values</li> <li>Workflow History</li> <li>View Image</li> <li>Go to Page</li> <li>OCR Text</li> <li>Export as PDF</li> <li>Image Utilities</li> </ul> <p>Document has 1 page(s)</p>	9/16/11 11:11:50 AM MDT	9/16/11 11:11:50 AM MDT