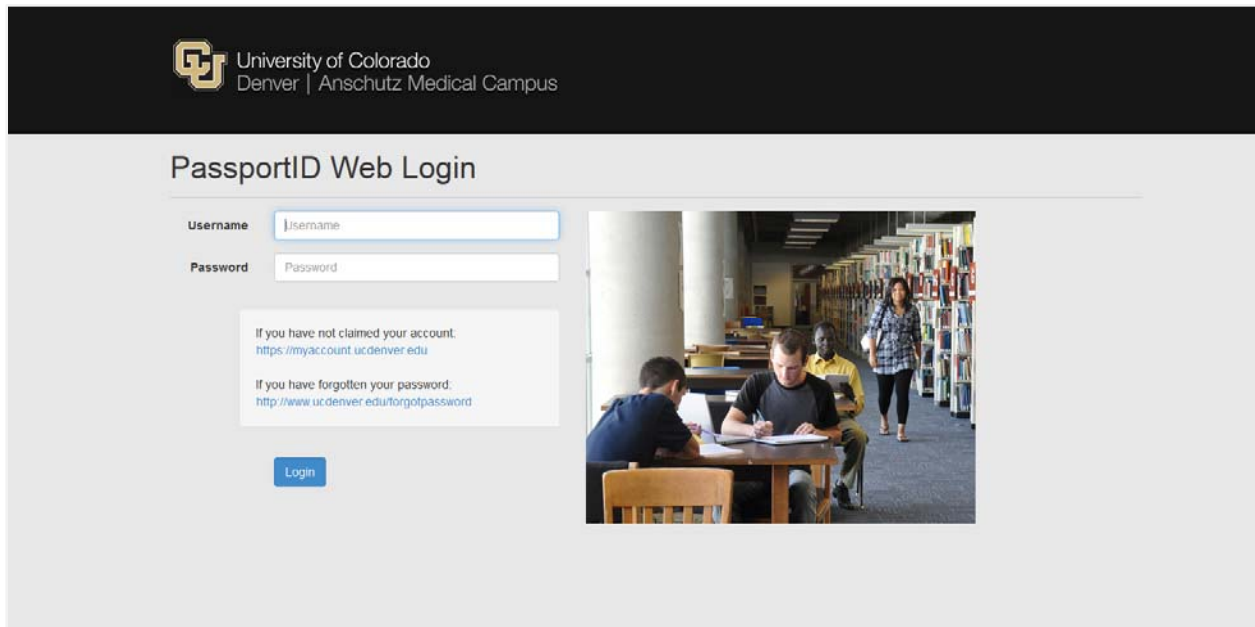


# UCD Access

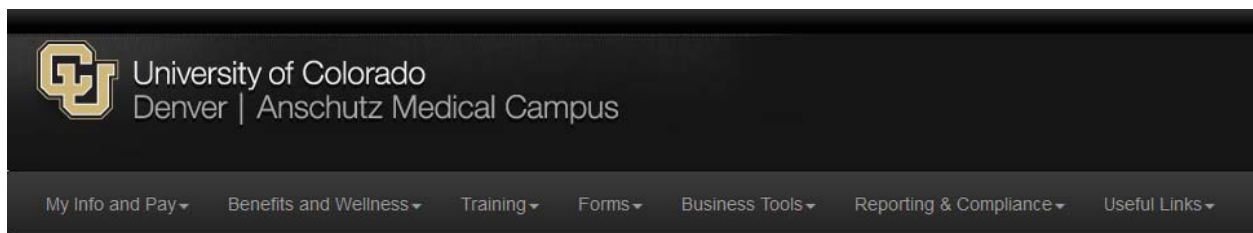
UCD Access is CU Denver’s electronic portal information system. Primarily, it is the system students use to complete academic, financial, and records transactions. However, the portal is also advisors’ gateway to employee and business applications.

## Accessing UCD Access

On the UCD Access login page, enter your CU Denver Passport ID (username) & password.



The homepage includes navigation menus, located at the top of the page, with links to employee and benefits information, training, forms, tools, systems, and additional links.



The following summarizes information available within each menu:

## My Info and Pay ▼

This menu allows one to access employee profile and payroll information including the My.Leave system (for submitting leave requests and timesheets), direct deposit information, and W-4 and W-2 forms.

#### Benefits and Wellness ▼

This menu allows one to access benefits enrollment and summary information.

#### Training ▼

This menu allows one to access SkillsSoft and Lynda.com online training courses and professional development resources.

#### Forms ▼

This menu allows one to access medical, retirement, payroll, and additional human resources forms.

#### Business Tools ▼

The menu allows one to access advising-related tools and student information systems, including CU-SIS, the Degree Audit Reporting System (DARS), and the Singularity document imaging system.

#### Reporting & Compliance ▼

This menu allows one to access IBM Cognos where you will find warehouse reports prepared by the Office of the Registrar. This menu includes resources related to compliance and policy.

#### Useful Links ▼

This menu allows you to access helpful links including the Holiday Calendar, campus directories, and CU policies.