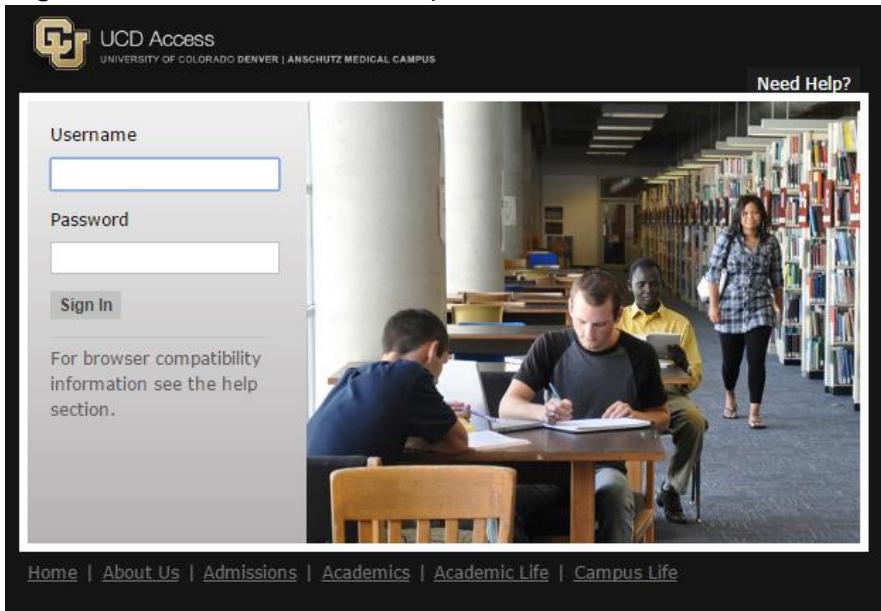


Managing Your Portal Profile

1. Log into the UCDAccess student portal.



2. Once logged in, navigate to **Student Center → All Student Functions** in the upper left corner of the screen:

A screenshot of the student center navigation bar. It includes tabs for "Student", "Faculty", and a gear icon. Below these are dropdown menus for "Student Center", "Registration/Records", "Financial Aid", "Scholarships", and "Student Billing". A red box highlights the "Student Center" dropdown. An arrow points from this box to a button labeled "All Student Functions" in a dropdown menu below it.

3. Navigate to the right side of the screen and click on **Profile**:

A screenshot of the "All Student Functions" page. It features a header "Preferred's Student Center" and a grid of icons. The icons are: Academics (grad cap), Admissions (building), Advisor (two speech bubbles), Class Search (magnifying glass). Below this row are: Student Account (money icon with '1'), Financial Aid (dollar sign), Register for Classes (calendar with checkmark), and Profile (user icon). The "Profile" icon is highlighted with a red box and an arrow pointing to it. Other icons include: Tasks - Holds (padlock with '1') and Tasks - To Do's (list icon with '1').

4. After clicking on **Profile**, a menu of available profile management options will appear:

The screenshot shows a dark grey header bar with the word "Profile" on the left and a white "X" icon on the right. Below the header is a vertical list of ten items, each enclosed in a light grey rectangular box. The items are: "Contact Information" (with a dropdown arrow), "CU Guest Access", "FERPA Release", "Security Passphrase", "Addresses", "Email Addresses", "Phone Numbers", "Emergency Contact", and "Names".

Contact Information: This dropdown displays a summary of student's current contact information including: Home Address, Mailing Address, Email Address, and Home Phone number.

The screenshot shows a dark grey header bar with the word "Profile" on the left and a white "X" icon on the right. Below the header is a vertical list of three items, each enclosed in a light grey rectangular box. The items are: "Contact Information" (with a dropdown arrow), "Home Address", and "Mailing Address".

Home Address:
1201 Larimer Street
Denver, CO 80204
United States

Mailing Address:
Campus Box 116
P.O. Box 173364
Denver, CO 80217
United States

Email Address: [This section is partially visible at the bottom]

CU Guest Access: Manage authorized guest's view access the student's education record information.

1. Select "Authorize CU Guest Access" to grant a third party guest view access the student's education record.

CU Guest Access – Summary

Student's Name Menu

Below are the guests you have authorized to have view access to your own education record information online. To edit the information for a guest, click the Edit button. To authorize access to a new guest, click the Authorize CU Guest Access button.

Note: This service only authorizes a guest to view specified information online when available. It does not permit university officials to release education record information directly to the guest. To allow for university officials to share information with individuals, see the information under FERPA Consent to Release.

No current CU guest access found.

Authorize CU Guest Access

2. Read the Terms and Conditions. If you, the student, agree and want to proceed, select "I accept." If you, the student, do not agree with the terms and conditions, select "I decline" to be re-directed to the "CU Guest Access – Summary" page.

CU Guest Access – Terms and Conditions

Student's Name Menu

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords students certain rights related to their education records.

In compliance with FERPA, information from a student's education record is considered private and is not released to third parties, with certain exceptions, without the student's explicit documented permission. The University of Colorado only releases education record information to parents or other third parties when a student has authorized permission for the university to release or disclose student information to them. It is important to note that a FERPA consent to release allows for the disclosure of specified education record information from any University of Colorado campus to the authorized individual.

Information that may be released to third parties without student consent is considered Directory Information. A student may restrict the release of directory information by submitting an official request for privacy with the university. See the Office of the Registrar for more information on FERPA and privacy requests.

I understand that, by clicking the "I accept" button below, I am giving written consent for the University of Colorado to allow view access to student information specified by me herein to the individual(s) identified as a guest for the purpose of facilitating the administration of the specified information. I am entitled to edit or revoke this authorized access at any time.

I accept **I decline**

3. Fill in the required fields with the guest's name and email address. Then, select the access item(s) to grant to the guest.

CU Guest Access > CU Guest Access – Details

[Return To CU Guest Access Summary](#)

Student's Name Carmen SanDiego

***Guest Name:** Carmen SanDiego

***Guest Email Address:** WhereInTheWorldAml@mysteryemail.com

***Confirm Email Address:** WhereInTheWorldAml@mysteryemail.com

Guest Status Unknown

The status will update to "Accepted" once the guest has logged in, accepted the terms and conditions, entered the security key (included in notification email), and contact email (entered above).

Access to Delegate

Check this box to select ALL available

Use the arrows to view the description, start date, and transaction status of each access item.

TRANSACTION NAME	DESCRIPTION	START DATE
<input type="checkbox"/>	View COF	Authorize the ability for a guest to view COF (Undergraduate Colorado Residents Only)
<input type="checkbox"/>	View Class Schedule	Authorize the ability for a guest to view your class schedule.
<input type="checkbox"/>	View Contact Information	Authorize the ability for a guest to view your contact information.

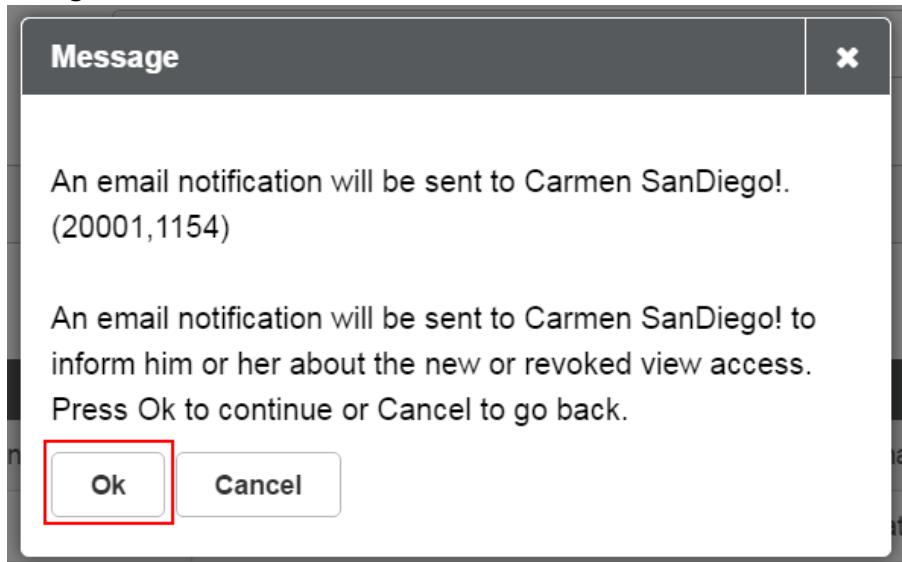
Use these checkboxes to select or deselect the items that the guest can have access to.

4. After all fields have been filled out and access items have been selected, scroll to the bottom of the page and select "Save."

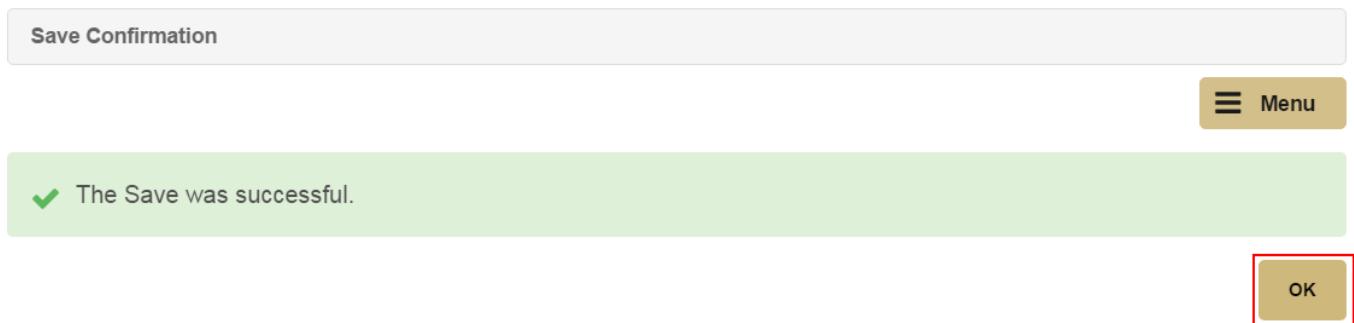
<input checked="" type="checkbox"/>	View Health Insurance Selection	Authorize the ability for a guest to view your health insurance selection
<input checked="" type="checkbox"/>	View Holds	Authorize the ability for a guest to view the holds placed on your record.
<input type="checkbox"/>	View Program/Plan	Authorize the ability for a guest to view program/plan data.
<input type="checkbox"/>	View Transfer Credit Report	Authorize the ability for a guest to view your Transfer Credit Report.
<input checked="" type="checkbox"/>	View Unofficial Transcripts	Authorize the ability for a guest to view your unofficial transcripts.

Save

A message will appear regarding an email notification that will be sent to the guest. To continue, save the changes, and send the email notification; select "Ok."



5. Review the "Save Confirmation" page, then select "OK."



The page will return to the "CU Guest Access – Summary" page where the newly added guest and their access is now listed.

Carmen SanDiego		
Edit	Delete	Menu
GUEST NAME	GUEST EMAIL ADDRESS	GUEST STATUS
Carmen SanDiego	WhereInTheWorldAml@mysterymail.com	Unknown
Access		
SHARED ACCESS	START DATE	TRANSACTION STATUS
View Class Schedule	05/04/17	Submitted

The email notification sent to guests includes instructions and security key needed to complete CU Guest access setup process.

6. To change a guest's name, email address, or access; select "Edit." After the changes are made, scroll to the bottom of the page and select "Save."

Carmen SanDiego

Edit **Delete**

GUEST NAME	GUEST EMAIL ADDRESS	GUEST STATUS
Carmen SanDiego	WhereInTheWorldAml@mysteryemail.com	Unknown

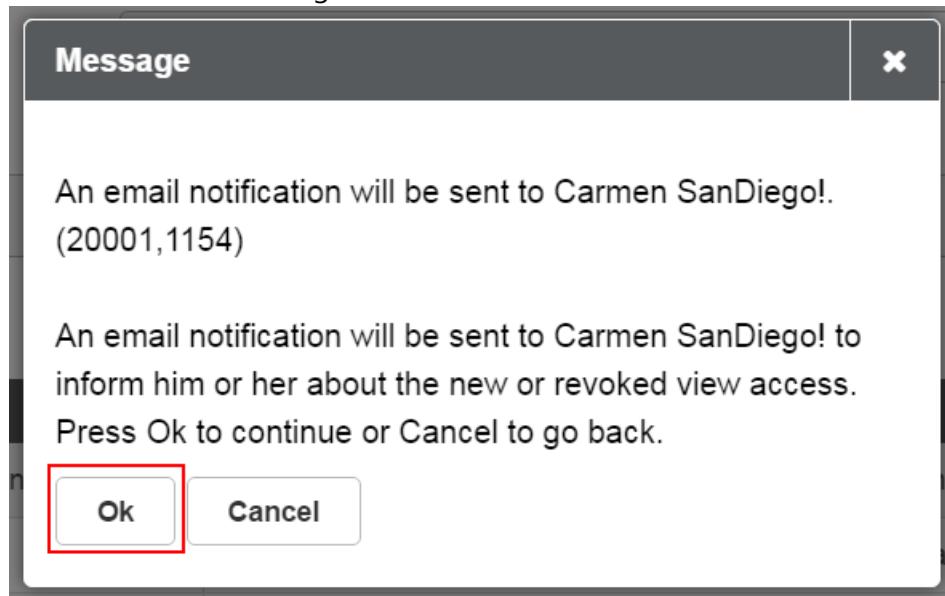
Access

SHARED ACCESS	START DATE	TRANSACTION STATUS
View Class Schedule	05/04/17	Submitted
View Advisor Information	05/04/17	Submitted
View COF	05/04/17	Submitted

View Unofficial Transcripts Authorize the ability for a guest to view your unofficial transcripts.

Save

Any changes to the guest's access or email address require an email notification to be sent to the guest. To continue, save the changes, and send the email notification; select "Ok."



7. To remove a guest and revoke their access, select "Delete."

The screenshot shows a guest profile for 'Carmen SanDiego'. At the top, there are two buttons: 'Edit' (blue) and 'Delete' (red, highlighted with a red box). Below these are three columns: 'GUEST NAME' (Carmen SanDiego), 'GUEST EMAIL ADDRESS' (WhereInTheWorldAml@mysteryemail.com), and 'GUEST STATUS' (Unknown). Under the 'Access' section, there is a table with three rows, each representing a shared access item: 'View Class Schedule', 'View Advisor Information', and 'View COF'. Each row includes a 'START DATE' (05/04/17) and a 'TRANSACTION STATUS' (Submitted).

GUEST NAME	GUEST EMAIL ADDRESS	GUEST STATUS
Carmen SanDiego	WhereInTheWorldAml@mysteryemail.com	Unknown

SHARED ACCESS	START DATE	TRANSACTION STATUS
View Class Schedule	05/04/17	Submitted
View Advisor Information	05/04/17	Submitted
View COF	05/04/17	Submitted

Then, confirm the deletion by selecting "Yes – Delete."

A confirmation dialog box titled 'Delete Confirmation' asks 'Are you sure you want to delete Carmen SanDiego?'. It contains two buttons: 'Yes - Delete' (highlighted with a red box) and 'No - Do Not Delete'.

Are you sure you want to delete Carmen SanDiego?

Yes - Delete No - Do Not Delete

FERPA Release: Authorize parents or other third parties access to some or all of your education record information – over the phone, in person, or written request.

1. To authorize an individual or an organization to obtain information from an education record, fill out the FERPA Release form as shown and select "Save" when complete.

FERPA Release Information Find

Provide authorized individual's first name, last name, and/or organization (if applicable).

First Name	Carmen
Last Name	SanDiego
Organization	Mystery Organization
*Password	WINTW17!

Enter password that will be used by university officials to confirm identity of authorized individual requesting information.

All Education Records Financial Record Only Academic Record Only

Add **Delete**

Select which category of information this individual is authorized to be given.

Select "Add" to designate additional individuals.
Select "Delete" to remove/revoke an individual's access.

Save

2. Review "Save Confirmation" and select "Ok" to return to the FERPA Release page.

FERPA Restrictions > Save Confirmation

☰ Menu

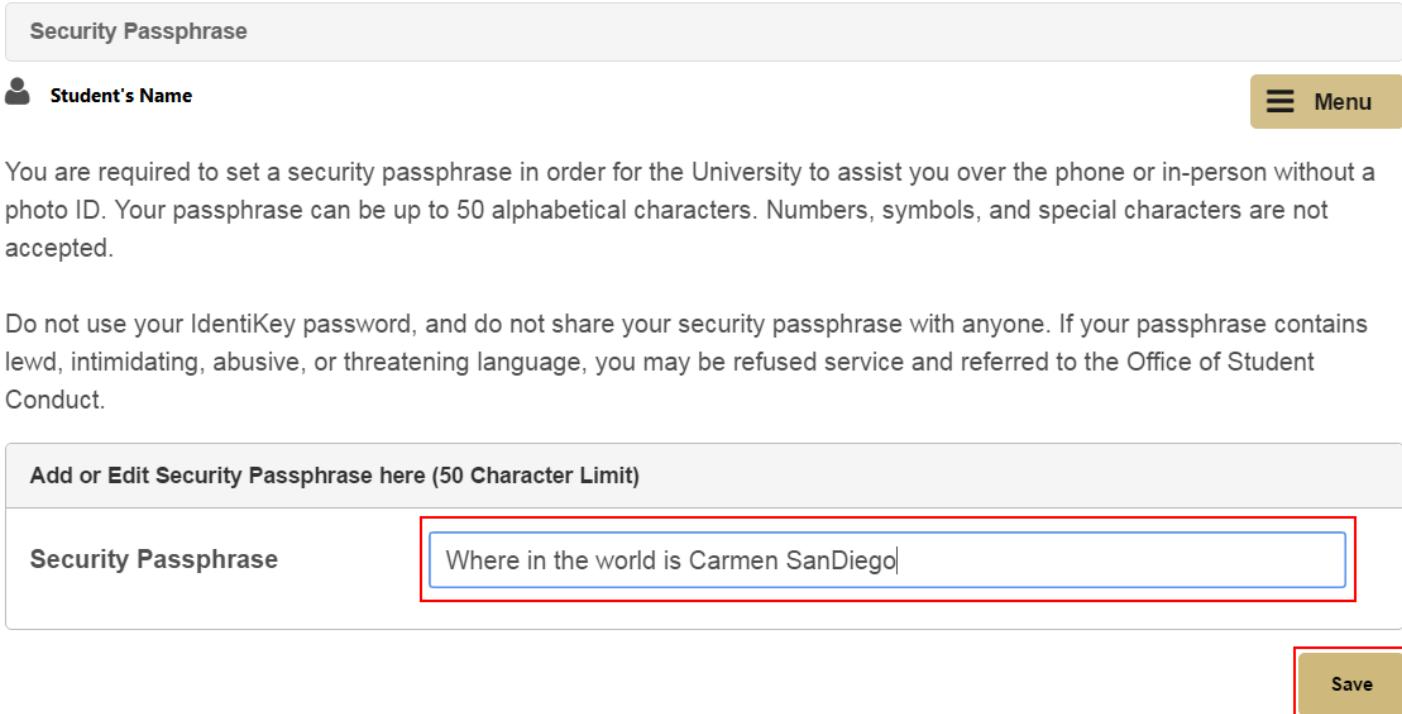
✓ The Save was successful.

To review your saved selections, go back to the Authorize/Edit FERPA Consent to Release page.

OK

Security Passphrase: Manage passphrase used to verify identity when requesting assistance from University staff over the phone or in-person without photo-ID.

1. Enter the preferred security passphrase in the field below. Select "Save" when done.



The screenshot shows a user interface for managing a security passphrase. At the top, there is a header bar with the title "Security Passphrase". Below the header, on the left, is a "Student's Name" field containing "Student's Name". On the right is a "Menu" button with three horizontal lines. The main content area contains a note about setting a security passphrase for phone or in-person assistance. It also includes a warning about not using Identikit passwords or sharing passphrases. A large input field is labeled "Add or Edit Security Passphrase here (50 Character Limit)". Inside this field, the text "Where in the world is Carmen SanDiego" is entered. To the right of the input field is a "Save" button. The entire input field and its contents are highlighted with a red rectangular border.

You are required to set a security passphrase in order for the University to assist you over the phone or in-person without a photo ID. Your passphrase can be up to 50 alphabetical characters. Numbers, symbols, and special characters are not accepted.

Do not use your Identikit password, and do not share your security passphrase with anyone. If your passphrase contains lewd, intimidating, abusive, or threatening language, you may be refused service and referred to the Office of Student Conduct.

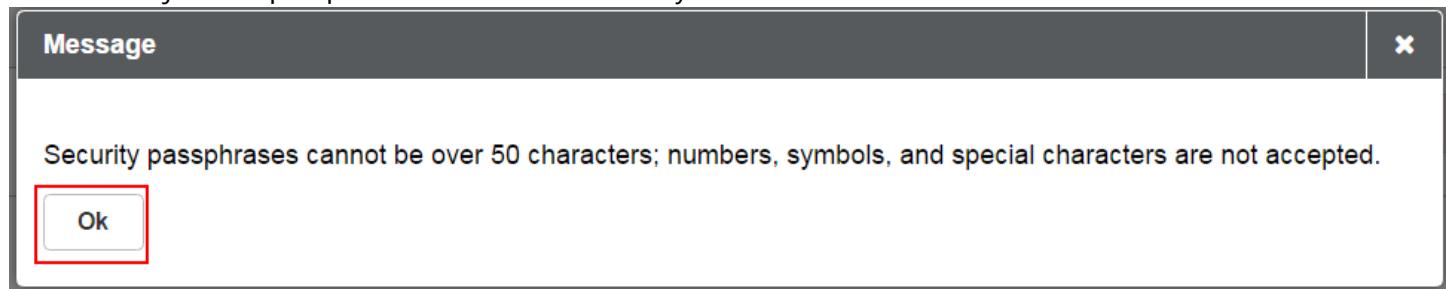
Add or Edit Security Passphrase here (50 Character Limit)

Security Passphrase

Where in the world is Carmen SanDiego

Save

If the security passphrase does not meet the criterion, the below error message will be displayed. Select "Ok" and adjust the passphrase until it is successfully saved.



Addresses: Manage Home, Mailing, and Local addresses.

1. To add a new address, select "Add a new address" in the lower right corner.

The screenshot shows a table with three columns: ADDRESS TYPE, ADDRESS, and EDIT. There are three rows: Home (1201 Larmier Street, Denver, CO 80204, United States), Mail (1234 Larmier Street, Denver, CO 80204, United States), and Local (1201 Larmier Street, Denver, CO 80204, United States). Each row has an 'Edit' button. In the bottom right corner of the table area, there is a blue button labeled 'Add a new address'.

ADDRESS TYPE	ADDRESS	EDIT
Home	1201 Larmier Street Denver, CO 80204 United States	Edit
Mail	1234 Larmier Street Denver, CO 80204 United States	Edit
Local	1201 Larmier Street Denver, CO 80204 United States	Edit

Add a new address

2. Enter the new address in the applicable fields. If entering an international address, select "Change Country" to select a different country. When finished, select "Ok."

The screenshot shows an 'Edit Address' dialog box. It includes fields for Country (United States), Address 1 (1201 Larmier Street), Address 2, Address 3, Town or City (Denver), State (CO), County, and Postal (80204). A 'Change Country' link is visible above the country field. At the bottom are 'OK' and 'Cancel' buttons.

Click here to look up another country.

Address 1: 1201 Larmier Street

Address 2:

Address 3:

Town or City: Denver

State: CO COLORADO

Postal: 80204

County:

OK Cancel

- Check the box for the address type(s) associated with the new address.

If corrections are needed, use the "Edit Address" button.

Enter the date that the address will take effect. For example, if a student is moving over the summer and their mailing address will be different starting August 1st, 2017, the student can set the effective date to 08/01/2017. Otherwise, the effective date will default to the current date that the address data is saved.

When finished, select "Save."

Addresses > Add a new address

Student's Name

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Address Types

Home * Mail * Local * F1/J1 Intl

Add a new address

1201 Larimer Street
Denver, CO 80204
United States

Edit Address

Date new address will take effect: 08/05/2017 (EXAMPLE: 12/31/2000)

Save

- Review the "Save Confirmation" page, then select "OK".

Change Address > Save Confirmation

The Save was successful.

OK

- To edit an existing address, select "Edit" for the address type that needs to be changed and then repeat the same steps outlined above when adding a new address.

Addresses

Student's Name

View, add, change or delete an address.

ADDRESS TYPE	ADDRESS	EDIT
Home	1201 Larimer Street Denver, CO 80204 United States	Edit
Mail	1234 Larimer Street Denver, CO 80204 United States	Edit
Local	1201 Larimer Street Denver, CO 80204 United States	Edit

Add a new address

Email Addresses: Manage Pre-CU enrollment and Parent email addresses.

*Note: CU Denver (@ucdenver.edu) email addresses cannot be modified or deleted as they are provided by and considered official means of communication within the University of Colorado.

- To add a new email address, select "Add an Email Address" in the lower right corner of the screen.

Below you may add or edit the personal email types of Pre CU Enrollment and Parent.

The screenshot displays a web-based application for managing email addresses. It has two main sections: 'UC Denver' and 'Pre CU Enrollment'. In the 'UC Denver' section, there is one entry for 'Student.Name@ucdenver.edu'. In the 'Pre CU Enrollment' section, there is one entry for 'PersonalEmail@mail.com'. At the bottom right of the page, there is a red-bordered button labeled 'Add an Email Address'.

- Select the Email type from the drop down (Pre CU Enrollment or Parent) and enter the email address.

The screenshot shows a form for creating a new email type. It has fields for 'Email Type' (with a dropdown menu) and 'Email Address'. A red box highlights the 'Email Type' dropdown menu, and a callout arrow points to the option 'Select "Pre CU Enrollment" or "Parent"'. Another red box highlights the 'Delete' button.

- After the email type and address have been entered, select "Save" in the bottom right corner of the screen.

The screenshot shows the 'Parent' section of the email management interface. It has fields for 'Email Type' (set to 'Parent') and 'Email Address' (containing 'Parent.email@mail.com'). A red box highlights the 'Save' button at the bottom right of the screen.

- Review the "Save Confirmation" page, then select "OK."

The screenshot shows a confirmation message: 'The Save was successful.' An 'OK' button is highlighted with a red box at the bottom right.

Phone Numbers: Manage Home and Cell/Mobile phone numbers.

- To add a new phone number, select "Add a Phone Number" in the bottom right corner of the screen.

Phone Numbers

Student's Name

* Required Field

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

Cell/Mobile

*Phone 303-555-5555

More Options

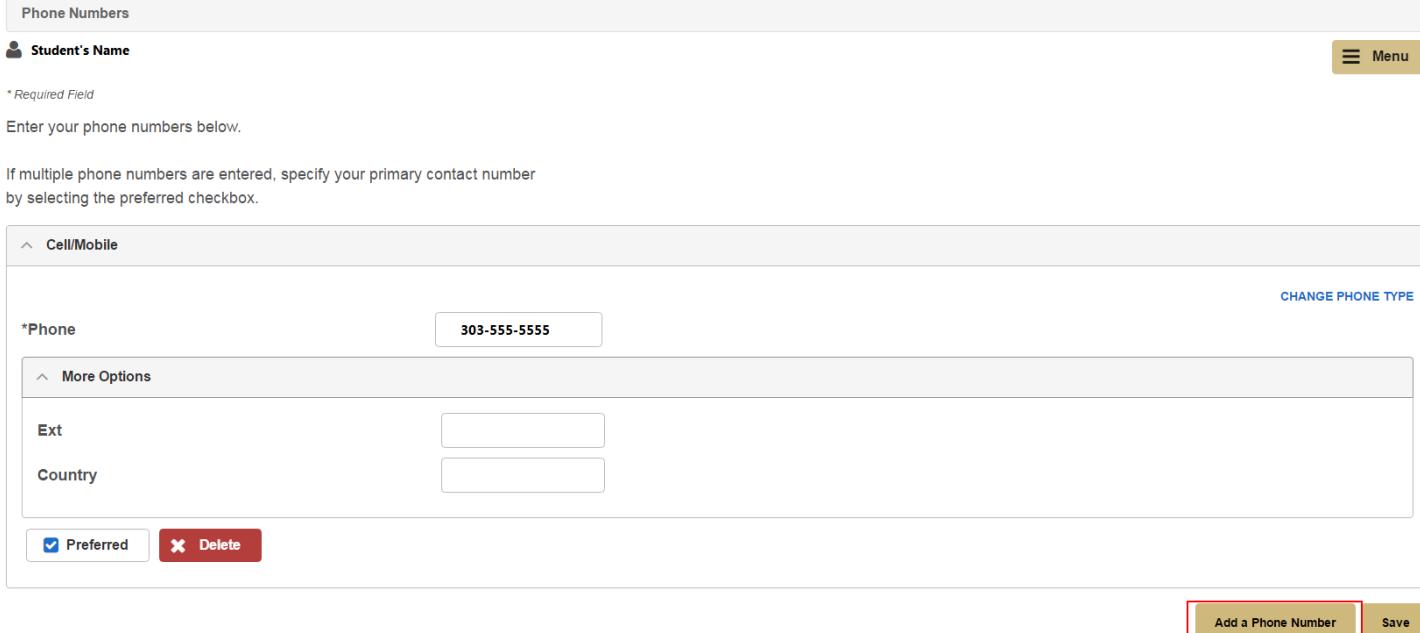
Ext

Country

Preferred

CHANGE PHONE TYPE

Add a Phone Number Save



- Select the "Phone Type" from the drop down menu and enter the phone number.

New Phone Type

Phone Type Select

*Phone 303-555-5555

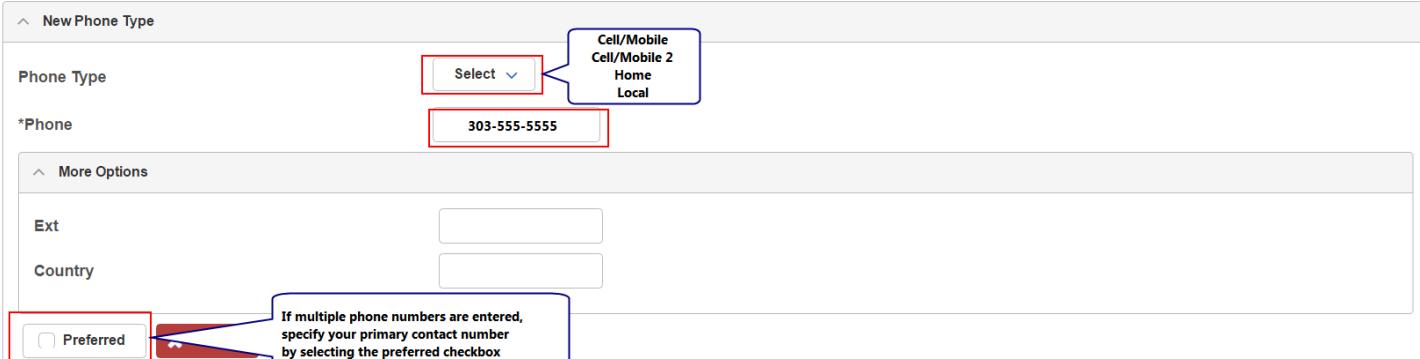
More Options

Ext

Country

Preferred

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox



- Once finished, select "Save" in the bottom right corner of the screen.

Cell/Mobile 2

*Phone 303/555-5555

More Options

Preferred

Cell/Mobile

Add a Phone Number Save



4. Review the "Save Confirmation" page, then select "OK."

The screenshot shows a confirmation message: "The Save was successful." followed by an "OK" button.

Emergency Contact: Manage Emergency Contact information.

1. To add a new emergency contact, select "Add an Emergency Contact" in the bottom right corner of the screen.

The screenshot shows a list of emergency contacts with a note: "No current emergency contact information found." Below the list is an "Add an Emergency Contact" button.

2. Fill out all applicable information about the emergency contact. When finished, select "Save."

The screenshot shows the "Add Emergency Contact" form with several fields highlighted:

- *Contact Name:** A red box highlights the "Emergency Contact Name" input field.
- *Relationship:** A red box highlights the "Relationship" dropdown menu, which includes "Other" and a placeholder "Choose the most applicable relationship from the drop down list."
- Contact's Address:**
 - Same Address as Individual:** A red box highlights this checkbox. A callout bubble says: "Check this box to auto populate the address associated with the student's record, if it's the same for the student and emergency contact."
 - Edit Address:** A red box highlights this button. A callout bubble says: "If the emergency contact's address is different from the student's, use this button to add the emergency contact's address."
- Contact's Phone:**
 - Same Phone as Individual:** A red box highlights this checkbox. A callout bubble says: "Check this box to auto populate the preferred phone number associated with the student's record, if it's the same for the student and emergency contact."
 - Phone:** The value "303-111-1111" is entered in the field.
 - Extension:** An empty input field.
 - Country:** An empty input field.
- Other Telephone Numbers:**
 - Add a Phone Number:** A red box highlights this button. A callout bubble says: "Use this button to add additional phone numbers for this emergency contact."
- Contact's Email Address:**
 - Email:** The value "Emergency.Contact@mail.com" is entered in the field.

- Review the "Save Confirmation" page, then select "OK."

The Save was successful.

OK

Names: Manage student's preferred name (first, middle).

*Note: Primary (Legal) Name may only be updated with [official documentation](#).

- To add a Preferred name, select "Add a new name" in the bottom right corner of the screen.

Names

Student's Name

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

You may add, edit or delete a Preferred Name below. Your Primary (Legal) Name may only be updated with official documentation. More information on name usage guidelines is available on your home campus Registrar's Office site:

Boulder, Denver, Anschutz, Colorado Springs

Primary

Name Type	Primary
Name	First Middle Last

Add a new name

- Select "Preferred" from the name type drop down menu. Enter preferred fist name and/or preferred middle name. When finished, select "Save"

Names > Add a new name Return To Current Names

Student's Name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type:	Preferred
Format Using:	English
First Name:	Preferred First Name
Middle Name:	Preferred Middle Name
Last Name:	Legal Last Name

Save

3. Review the "Save Confirmation" page, then select "OK."

The screenshot shows a web-based application interface. At the top, there is a navigation bar with the text "Add a new name > Save Confirmation". On the right side of the header is a "Menu" button. Below the header, a green horizontal bar displays a success message: "The Save was successful." In the bottom right corner of this bar is a yellow "OK" button with a red rectangular border around it.

4. When a "Preferred Name" is added, this name will be displayed throughout the student's portal.

The image contains three separate screenshots of a student portal interface, each enclosed in a black rectangular border:

- Screenshot 1:** Shows the "Friday's Student Center" section. It features a graduation cap icon and the word "Academics". A red rectangular box highlights the title "Friday's Student Center".
- Screenshot 2:** Shows the "CU Guest Access – Summary" section. It includes a user icon and the text "Friday Legal Last Name". A red rectangular box highlights the name "Friday Legal Last Name".
- Screenshot 3:** Shows the "Security Passphrase" section. It includes a user icon and the text "Friday Legal Last Name". A red rectangular box highlights the name "Friday Legal Last Name".