



Self Reporting a Scholarship in the UCD Access Portal

If you have been awarded a private scholarship, please follow the below steps to report the scholarship to the University. Reporting the scholarship will allow the Financial Aid & Scholarships Office to account for the funding within your financial aid award. Scholarships awarded by CU Anschutz programs should not be reported.

Log into your [UCD Access portal](#).

University of Colorado Denver | Anschutz Medical Campus

PassportID Web Login

Username

Password

Login

If you have not claimed your account:
<https://myaccount.ucdenver.edu>

If you have forgotten your password:
<http://www.ucdenver.edu/forgotpassword>

University of Colorado Denver | Anschutz Medical Campus

Home | Worklist | Sign out

Student CU Resources

Student Center ▾ Registration/Records ▾ Financial Aid ▾ Scholarships ▾ Student Billing ▾ Training ▾

All Student Functions

New student access to Skillsoft
Online learning system includes more than 28,000 courses, books & videos
Develop personal & professional skills
Learn more & take a tour now!

Alerts: **1**

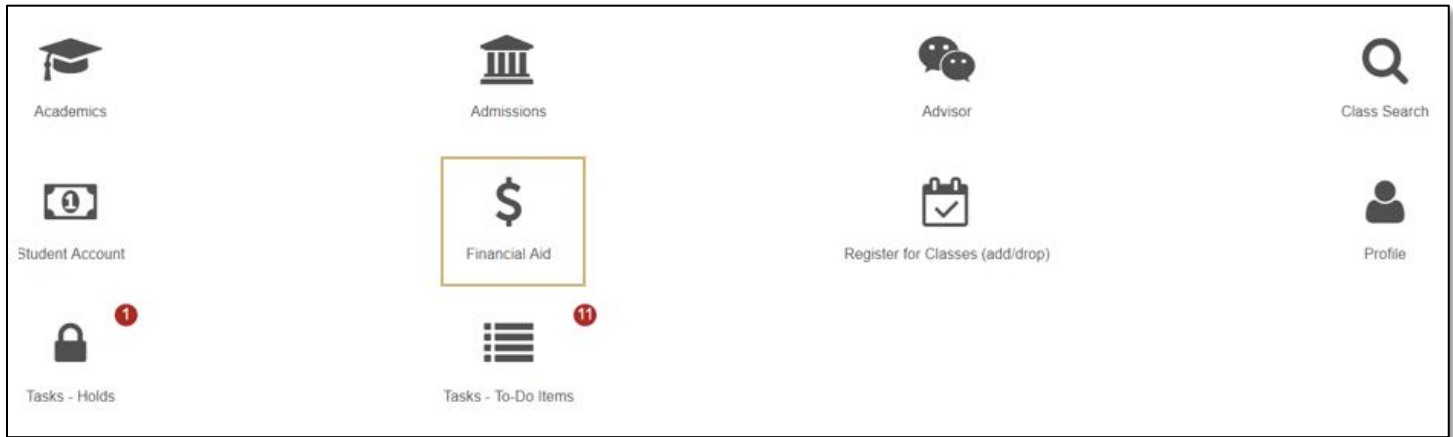
CU Denver Traditions
Electronic Version of the Traditions Poster

Student Profile

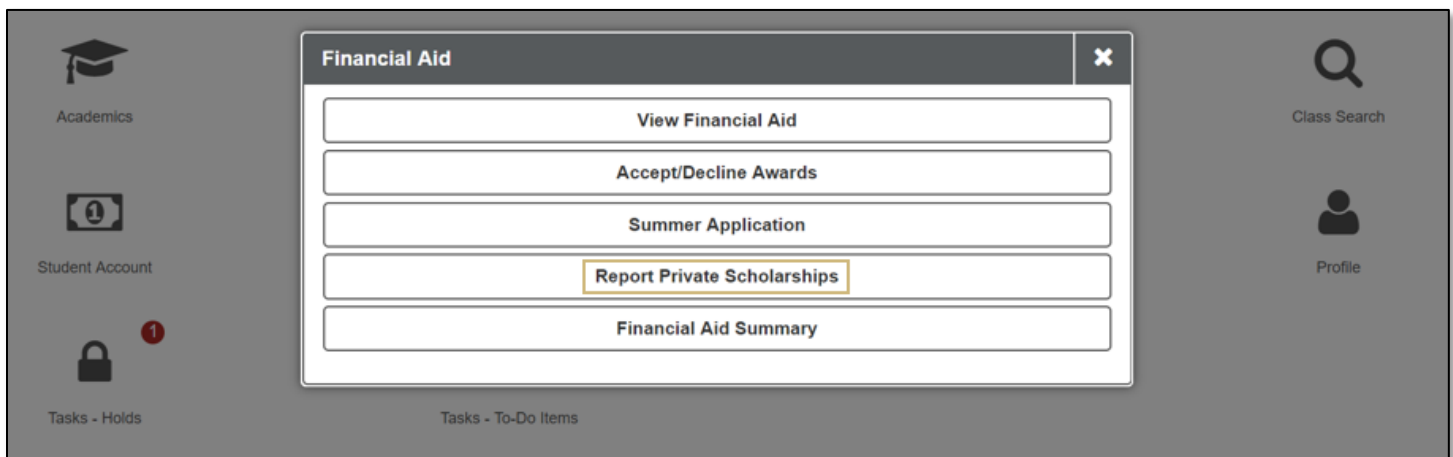
Report private scholarships by selecting **All Student Functions** from the Student Center dropdown.



Self Reporting a Scholarship in the UCD Access Portal



Once within the **Student Center**, select the **Financial Aid** icon.



Select **Report Private Scholarships** from the options that display.



Self Reporting a Scholarship in the UCD Access Portal

Review the instructions on reporting private scholarships and select **Continue** to navigate to the next page.

Financial Aid > Reporting Private Scholarships
Menu

All students are required to report their private scholarships to the Office of Financial Aid. For students receiving financial aid, the scholarship may reduce other aid you have already been offered. We make every attempt to reduce loans first, if possible.

- It is not necessary to report scholarships you have been awarded by the University.
- If you are receiving a multi-year scholarship (for example, a scholarship of \$4,000 total paid out as \$1,000 per year for 4 years), please report only the amount you will receive in a single year (\$1,000 in this example).

If you have questions, please contact the Scholarship office.

Continue

Select the appropriate year for which you are receiving the scholarship.

Financial Aid > Select Aid Year to View
Menu

Select the aid year you wish to view

AID YEAR	INSTITUTION	AID YEAR DESCRIPTION
2018	CU Denver	Financial Aid Year 2017-2018
2017	CU Denver	Financial Aid Year 2016-2017
2016	CU Denver	Financial Aid Year 2015-2016
2015	CU Denver	Financial Aid Year 2014-2015
2014	CU Denver	Financial Aid Year 2013-2014

To report and provide details for a private scholarship, select **Report Additional Aid**.

Financial Aid > Report Private Scholarships
Return To Aid Year Selection

Menu

Select the Report Additional Aid to add other aid that you expect to receive from sources such as private entities or state and local agencies.

No awards processed or pending.

Report Additional Aid



Self Reporting a Scholarship in the UCD Access Portal

Select **Other** as the **Award**, and **Scholarship** as the **Type**. Enter the name of the scholarship in the **Description Field**, and the annual award amount in the **Amount Field**.

If you have more than one scholarship to report, select **Add Another Award**. Once you have reported all private scholarships, select **Save**.

Financial Aid > Report Private Scholarships [Return To List Of Report Private Scholarships](#)

Menu

** Required Field*

Enter the relevant information . Select 'Add Another Award' to add more items to the list. All items you report are reviewed by a financial aid counselor. Select 'Save' when you are done.

*AWARD	*TYPE	DESCRIPTION	*AMOUNT	DELETE
Other	Scholarship			Delete

Currency used is US Dollar

After you report a private scholarship, a confirmation email will be sent to your University email account to confirm the information you provided. If the Financial Aid & Scholarships Office needs additional information from you, we will reach out via phone or University email.