

Step-by-Step Guide Logging into the Portal

Part 1: Logging into the *myCU* portal

The CU System portal – *myCU* – is available to all university employees.

To access *myCU*, open your web browser and go to <https://my.cu.edu>.

In the LOGIN page, type your desktop **Username** and **Password** (what you use to access your local network). *If you are a University affiliate (not an employee), then your Login is tied to the network username provided by your campus IT office.*

Select your campus from the dropdown list.

Click on the appropriate radio button to indicate the type of portal session to launch:

- For a **Public or shared computer** (e.g., a computer in a kiosk or one that is shared by other people), your session will be timed out after one (1) minute of browser inactivity. *Select this option if you are using someone else's machine. This is the option that will default for you if you do not select a button.*
- For a **Private computer** (e.g., the computer in your own office), your session will be timed out after 15 minutes of inactivity.

Note that when the portal times you out of a session, it sends you back to the LOGIN page. You should always log out of the portal when you have finished your session.

Click **Login**.

For help, see the links and contacts listed on the left side of the LOGIN page.

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Part 2: Logging into the CUConnect portal

There are two portals for university employees to use: *myCU* is for employees from every campus to access, and CUConnect can only be accessed by Boulder-campus employees. The portals contain web-based services and information. The information you can access is determined by your role within the University.

Which tools can be accessed using CUConnect?

Some financial tools are only available in the *myCU* portal. However, the CUConnect portal provides direct links to the following *myCU* tools (more are available than the ones listed below):

- ePERs
- Financial reports
- Simple SpeedType Query
- Fiscal Certification

[Click here](#) to access Step-by-Step Guides, including those for the topics listed above.

Logging into CUConnect

To access CUConnect, open your web browser and go to <https://cuconnect.colorado.edu>. In the LOGIN section, enter your **CU Login Name** and **IdentiKey Password**. Click **Login**.

For IdentiKey help, refer to the GETTING HELP WITH CUCONNECT section (shaded box, upper right corner of screen) on the LOGIN page of CUConnect.

To access the tools in *myCU*... Under the *MyCU Links* section on the WELCOME page, click the link to the desired tool. You will be automatically redirected to the *myCU* portal page for the selected tool.

The screenshot shows the CUConnect portal interface. The 'MyCU Links' section is highlighted with a red box and contains the following links:

- ePERs
- Financial and Other Administrative Reports
- UMS-AIS Helpline
- Fiscal Certification
- Fiscal Responsibility Training
- Training
- Employee Profile
- Simple Speedtype Query
- Pay Advice/Check
- Direct Reports
- University Newsletters