



April 13, 2012

## Your Campus Portal: The Only Path to Your New Finance ID

Beginning Mon, April 16, you will need to access the PeopleSoft Finance System using your new PeopleSoft ID. Your new user ID looks like this: XXXXnnnnnn:

- Your new ID begins with up to the first 4 letters of your last name, for example, SMIT- for Smith. If your last name contains fewer than 4 characters, your ID will really include "X" - so, Yu becomes YUXX-.
- Your new ID ends with sequentially assigned numerics, for example, -000101.

Remember that you don't actually type your new user ID as part of the sign-in process! Instead, you sign in to your campus portal **using your desktop user name and password** and then, when you click the link to the PeopleSoft Finance System, you are automatically logged in under your new PeopleSoft ID.

The new ID supports full integration with all PeopleSoft applications of Finance, HRMS, and ISIS. **ISIS, CIW, and HR access will remain unchanged at this time.**

**Question:** So - I need to use my campus portal to access PeopleSoft Finance. Is that all I need to know?

**Answer:** No. You also need to consider the following:

- If you have been using Favorites under your old ID in the Finance System, you'll want to recreate them under your new ID. They don't automatically transfer.
- Also, if you created any personal Queries under your old ID, you'll likely want to copy them to your new ID.

For instructions on either of the above processes (recreating Favorites or copying personal queries), refer to our [Step-by-Step Guide to New PeopleSoft IDs](#).

## Name that Portal

Your campus portal is the better (and starting April 16, the only) way to log in to your CU business applications. Just sign in to your campus portal using your desktop user name and password - and then click the link to the system you want: PeopleSoft Finance, PeopleSoft HRMS, Cognos Reporting, CU Marketplace, Concur Travel & Expense, and so forth. You may want to bookmark your campus portal:

### Boulder

<https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html>

### Colorado Springs

<https://portal.prod.cu.edu/MyUCCSFedAuthLogin.html>

### Denver

<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>

### System

<https://portal.prod.cu.edu/SYSFedAuthLogin.html>

## CU CPE Marching Along

Our March 2012 Continuing Professional Education classes quickly filled to capacity - and all were well received by participants.

We launched the first quarter of calendar year 2012 with 2 days of new and repeated-on-request course offerings, including Understanding Internal Controls, Understanding and Preparing the Statement of Cash Flows, Banking and Payments, and The Ethics of Whistle-Blowing. Credits were available in Auditing, (Governmental), Accounting (Governmental), Economics, and Behavioral Ethics. All attendees have received their certificates of completion and links to access their course materials online.

With class sizes of up to 34 participants, and with 4 courses providing up to a total of 15 credits, a quick cost/benefit analysis indicates that the amount of CPE credits just completed would conservatively be worth \$18,675. (Average CPE cost per credit hour in the Denver area is estimated at \$45.)

Most participants (95%) strongly agreed/agreed that the courses were relevant and the instructors effective. Many individuals provided suggestions on additional course topics they hope we will cover in future quarters.

Stay up to date on the [CU CPE website](#). We're planning future offerings now - and we love to hear from you.

## New: CPE Course on Writing Effectively

Do you feel you could benefit from an effective writing course? Would you like tips on stylistic devices, format, etiquette, and/or grammar?

Good news, then: We're developing a "Topics in Effective Writing" course for future CPE offerings. As always, our focus is on relevant material for our CU CPA and other audience members. Email [Normandy.Roden@cu.edu](mailto:Normandy.Roden@cu.edu) and tell her your specific writing-related interests.

## CUSP Nominations: Tell the World

This is not the time to be shy. Tell us what you've done to make things work better in your department, on your committee, or simply in your day-to-day work life.

CU employees have lots of good ideas that they put into practice every day, saving the University money, time, and hassles. You just need to tell us about it.

To share these good things, use the [CU Shared Practices \(CUSP\) website](#). Don't keep a good idea to yourself!

### Reminder: Period Zero

As you run your Cognos m-Fin reports, remember that the prompt for begin period has been changed:

**To:** 0 - FY BEGIN      **From:** 0 - JUL

This change is purely for clarification purposes: there is no difference in how you use the value or the way you run the m-Fin reports.