What is Fiscal Certification?

As required by the Administrative Policy Statement [Fiscal Certification](#), officers must complete an annual Fiscal Certification, attesting that the University's fiscal practices are being performed in accordance with all applicable laws, regulations, and policies, and that any irregularities brought to light have been or will be addressed appropriately. Through this process, officers share responsibility for the University's annual institutional certifications and representations.

The Role of Delegates

An officer can assign some aspects of the Fiscal Certification process to one or more delegates. A delegate can:

- Set due dates for direct rollups in the officer's population
- Monitor Fiscal Certification completions of direct and indirect rollups in the officer's population
- Monitor FIscal Assessment completions of direct and indirect rollups in the officer's population

Delegates cannot add or delete other delegates. Delegates – with the exception of Controller delegates – cannot view Exceptions (comments made by the officer's direct rollups). Delegates cannot complete the Fiscal Certification statement for the officer.

Accessing the Fiscal Certification Page

To access the Fiscal Certification page:

1) Log in to the appropriate campus portal:

   Boulder - https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html
   Colorado Springs - https://portal.prod.cu.edu/MyUCCSFedAuthLogin.html
   Denver/AMC - https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html
   System - https://portal.prod.cu.edu/SYSFedAuthLogin.html

2) For the the three campus portals: select the *CU Resources* tab.
   For the System Administration portal: go to step (3).

3) Under Navigation, click on *Business Applications*.

4) Click the *Fiscal Cert & Assessment* link. The Fiscal Certification page will open.

Assigning Delegates

To ADD new delegates, go to the **Delegates for this Employee** section of the Fiscal Certification page:
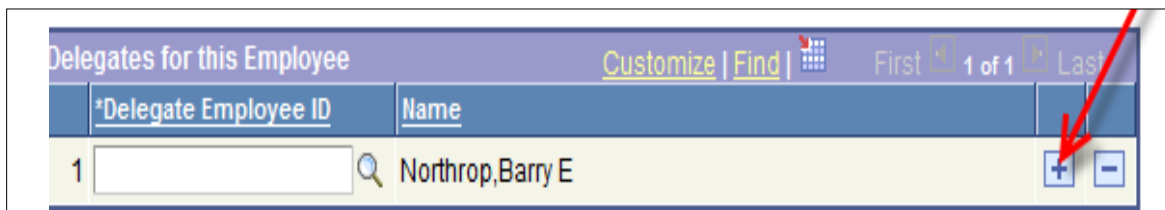
1) Click the **+** sign located to the right of any existing delegate's name.
   If there are no existing delegates, click the **+** sign to the right of the blank delegate name field.
2) Type the Employee ID # of the new delegate and hit Enter.
3) Verify that the name displayed is correct.
4) Save your entry by clicking the **Save** button at the bottom left of the Fiscal Certification page (button not shown in image above).

To DELETE existing delegates:
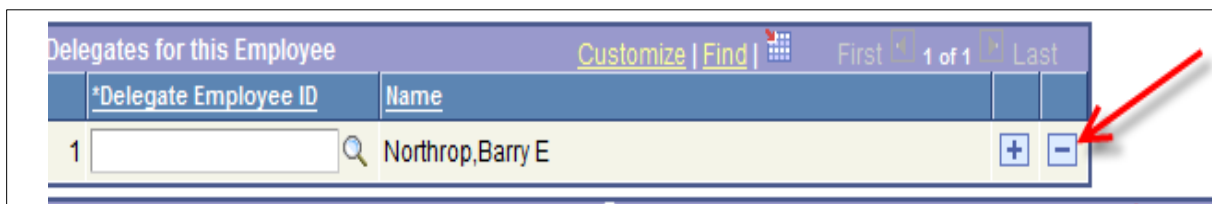
1) Click the **–** sign to the right of the delegate's name. The delegate's name and Employee ID will disappear from the field.
2) Save your entry by clicking the **Save** button at the bottom left of the Fiscal Certification page (button not shown in image above).