Next Steps Following Access to CU-SIS

SECURITY AND CONFIDENTIALITY
CU-SIS contains personal information that must be kept confidential under University policy, State statute, and Federal regulation. If you have not reviewed the requirements of the Family Educational Rights and Privacy Act (FERPA) recently, please visit either of the following web site to refresh your knowledge:
http://www.colorado.edu/registrar/resources/family-educational-rights-and-privacy-act-ferpa

Logging In to CU-SIS
CU-SIS - Campus Solutions can be accessed via your campus portal:

<table>
<thead>
<tr>
<th>Location</th>
<th>Go to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulder</td>
<td><a href="https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html">https://portal.prod.cu.edu/MyCUInfoFedAuthLogin.html</a></td>
</tr>
<tr>
<td>Colorado Springs</td>
<td><a href="https://portal.prod.cu.edu/MyUCCSFedAuthLogin.html">https://portal.prod.cu.edu/MyUCCSFedAuthLogin.html</a></td>
</tr>
<tr>
<td>System</td>
<td><a href="https://portal.prod.cu.edu/SYSFedAuthLogin.html">https://portal.prod.cu.edu/SYSFedAuthLogin.html</a></td>
</tr>
</tbody>
</table>

1. To log in use your campus network login credentials
2. Click on “Sign In”/”Log in”
3. Click on CU Resources tab
4. Click on Business Applications in left navigation menu
5. Click on CU-SIS - Campus Solutions

If you need further assistance please contact:

<table>
<thead>
<tr>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulder</td>
<td><a href="mailto:isisaccess@colorado.edu">isisaccess@colorado.edu</a></td>
</tr>
<tr>
<td>Denver</td>
<td><a href="mailto:ucdsecurityaccess@ucdenver.edu">ucdsecurityaccess@ucdenver.edu</a></td>
</tr>
<tr>
<td>Colorado Springs</td>
<td><a href="mailto:cuisis.access@uccs.edu">cuisis.access@uccs.edu</a></td>
</tr>
</tbody>
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Training

SkillSoft Training
The FERPA and other CU-SIS courses can be found in the CU Resources tab in your campus portal.

Courses:

FERPA
This online course will enhance your understanding of the confidentiality protections that federal law affords the records and information that the university maintains about our students.

Introduction to CU-SIS – Campus Solutions
This on-line course serves as an introduction to the basic functionality and concepts, such as login, navigation, menu items and shortcuts, shared by all CU-SIS - Campus Solutions modules.

CU-SIS Campus Community
This course will introduce you to the basic procedures for viewing information about CU staff and students in CU-SIS.

UPK Training
Helpful Information and Training on CU-SIS is found at: http://upk.cusys.edu/onlineresources/toc.html

Setting up User Defaults in CU-SIS
Below are a couple of defaults that can be set based on the INST you work with.

Go to Set UP SACR > User Defaults

User Defaults 1
Academic Institution = CUBLD, CUDEN or CUSPG
Career Group SetID = CUBLD, CUDEN or CUSPG
Facility Group SetID = CUBLD, CUDEN or CUSPG

User Defaults 2
SetID = CUBLD, CUDEN or CUSPG
Business Unit = CUBLD, CUDEN or CUSPG

User Defaults 4
Carry ID user preference – check this box