

Buff Portal Advising

Student User Guide



University of Colorado
Boulder

Login and User Interface



<https://www.colorado.edu/buffportaladvising/>



CULoginName (also known as IdentiKey Username)



IdentiKey Password

Federated Identity Service
 UNIVERSITY OF COLORADO BOULDER

Log in to CRM / Buff Portal Advising

CU Login Name

Identikey Password

☐ Check this box to view your Digital ID Card and reset release approvals before logging into the service. [Learn More...](#)

Continue

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

University of Colorado Boulder
 Office of Information Technology
 IT Service Center | 303-735-HELP(4357)

Buff Portal Advising login page

The screenshot shows the Buff Portal Advising interface for a 'Chip Student'. The interface is divided into several sections:

- 1. Student Success Team:** Displays photos and names of advisors like Laura Gonzalez and Kelley Clark.
- 2. Student Services:** Includes links to 'New Student & Family Programs' and 'Continuing Education'.
- 3. Schedule Appointment:** A section for scheduling appointments with success team members.
- 4. Undergraduate Performance Term by Term Summary:** A detailed table showing academic performance across multiple terms (Fall 2019, Summer 2019, Spring 2019, Fall 2018).
- 5. Actions & Alerts:** A section for notifications, including a message about paying past due balance.
- 6. My Meetings:** A section for viewing meeting history.
- 7. Links:** A section for quick links to Degree Audit, MyCUInfo, and Academic Major/Minor/Subplan.
- 8. Academic Major/Minor/Subplan:** A table showing the student's current major (Chemistry) and minor (Major).

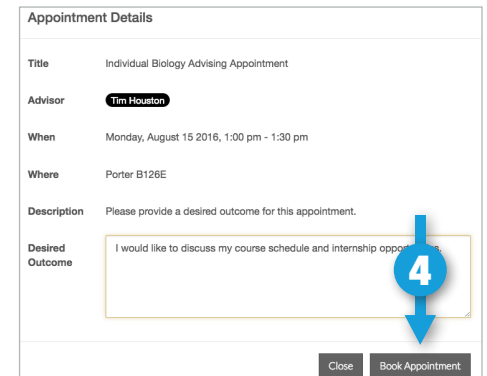
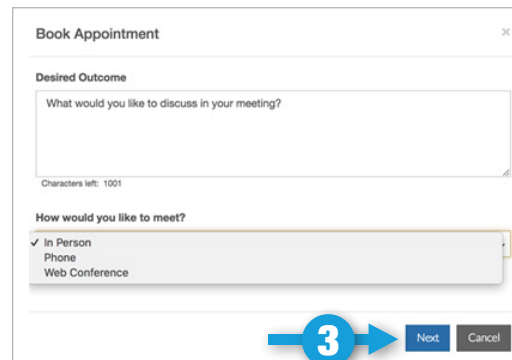
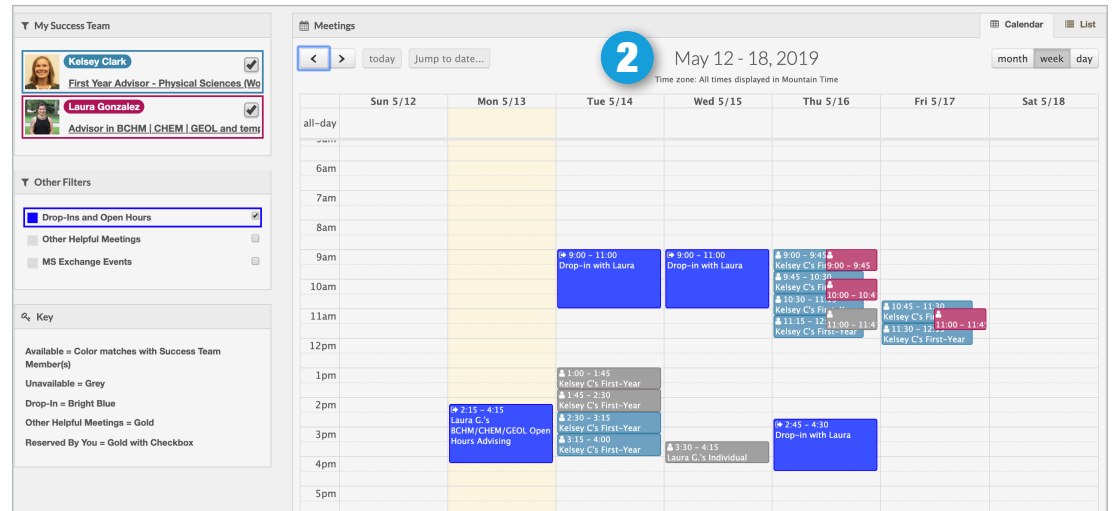
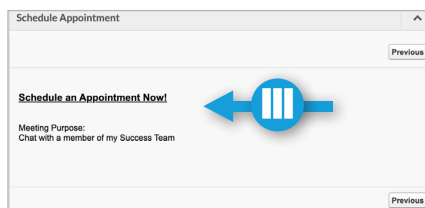
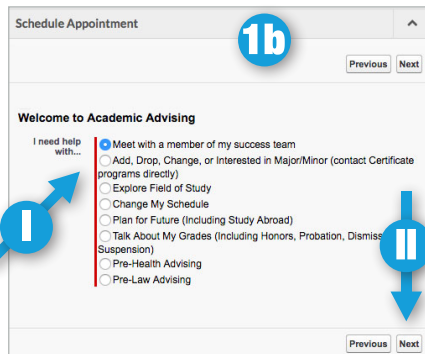
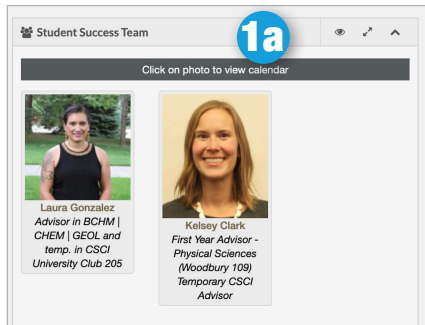
- 1. Student Success Team:** Displays your success team. Click on their picture to schedule an appointment.
- 2. Student Services:** Links to calendars or websites for listed campus offices. *Note: Continuing Education is separate from CU Boulder main campus.*
- 3. Schedule Appointment:** Schedule an appointment with a member of your success team.
- 4. Undergraduate Performance Term by Term Summary:** Overview of your

- 5. Preferences:** Cog wheel icon that links users to notification settings (more on page 4).
- 6. Meetings:** A list of meetings, both past and pending.
- 7. Links:** Campus links including, Degree Audit and MyCUInfo.
- 8. Academic Major/Minor:** A list of your enrolled majors and minors.

Schedule Appointment

Schedule An Appointment

- 1a. Click on a **Success Team Member's picture**, which will bring you directly to their calendar (step 2).
- 1b. Alternatively, locate **Schedule Appointment**.
 - I. Select **Meet with a member of my success team**.
 - II. Click the **Next** button.
 - III. Click **Schedule an Advisor Appointment Now!** (this brings you to the calendar in step 2)
2. Select an available appointment time with the appropriate member of your success team.
3. Enter your reason for the appointment in the **Desired Outcome** field. The staff member may offer appointments in-person, by phone, or video advising (similar to FaceTime or Skype). When available, choose the option you prefer and click **Next**.
4. Confirm the information for your appointment and click **Book Appointment**. Your appointment will be booked and you should receive a confirmation email within 24 hours.



Appointment Calendar Tips

1 Calendar toggle

Click on a success team member's picture to toggle their calendar on and off.

2 Appointment type toggle

Select **Drop-ins and Open Hours** to display or hide those meetings, and **Other Helpful Meetings** to show additional appointment options.

3 List view

Switch to **List** view by clicking the option in the top right. Select an available meeting time by clicking on the appropriate success team member's name.

My Success Team

- Kelsey Clark** (toggle checked)
- Laura Gonzalez** (toggle checked)

Other Filters

- Drop-Ins and Open Hours** (checked)
- Other Helpful Meetings (unchecked)
- MS Exchange Events (unchecked)

Key

- Available = Color matches with Success Team Member(s)
- Unavailable = Grey
- Drop-In = Bright Blue
- Other Helpful Meetings = Gold
- Reserved By You = Gold with Checkbox

Meetings

Calendar | List

Available appointments for the week of May 13 - May 17

Time zone: All times displayed in Mountain Time

< Today >

< Current Week >

< Current Month >

Monday May 13th

May 13th 2:15 pm - 4:15 pm	Laura G.'s BCHM/CHEM/GEOL Open Hours Advising	In Person - University Club 205 (972 Broadway - near the UMC)	Not Available	Laura Gonzalez
This appointment is not available for booking				

Tuesday May 14th

May 14th 9:00 am - 11:00 am	Drop-in with Laura	In Person - University Club 205 (972 Broadway - near the UMC)	Not Available	Laura Gonzalez
This appointment is not available for booking				
May 14th 1:00 pm - 1:45 pm	Kelsey C's First-Year Advising Appt.	In Person - Woodbury 109	Not Available	Kelsey Clark
This appointment is not available for booking				
May 14th 1:45 pm - 2:30 pm	Kelsey C's First-Year Advising Appt.	In Person - Woodbury 109	Not Available	Kelsey Clark
This appointment is not available for booking				
May 14th 2:30 pm - 3:15 pm	Kelsey C's First-Year Advising Appt.	In Person - Woodbury 109	Individual Appointment	Kelsey Clark
Book this appointment				
May 14th 3:15 pm - 4:00 pm	Kelsey C's First-Year Advising Appt.	In Person - Woodbury 109	Individual Appointment	Kelsey Clark
Book this appointment				

Wednesday May 15th

May 15th 9:00 am - 11:00 am	Drop-in with Laura	In Person - University Club 205 (972 Broadway - near the UMC)	Not Available	Laura Gonzalez
This appointment is not available for booking				
May 15th 3:30 pm - 4:15 pm	Laura G.'s Individual Advising Appt.	In Person - University Club 205 (972 Broadway - near the UMC)	Not Available	Laura Gonzalez
This appointment is not available for booking				

Calendar in list view

Preferences Center

1 Mobile Preferences

Opt in to receiving text messages related to meetings scheduled in Buff Portal Advising (confirmations, reminders, location changes, etc.)

2 Phone Number

To receive meeting information via text, first validate your mobile number.

3 Notifications List

Once validated, you will be able to specify what type of notifications to receive.

Administration Panel

1 Mobile Preferences

Communication Settings

2

Settings Mobile Phone Verification

Your mobile number (555) 555-5555 is verified.

3

Receive a text message when a meeting is cancelled.

Meeting Cancellation

Yes

Receive a text message when a meeting is confirmed.

Meeting Confirmation

Yes

Receive a text message when a meeting invitation is sent.

Meeting Invitation

Yes

Receive a text message reminder 24 hours before your meeting time.

Meeting Reminder

Yes

Receive a text message reminder 1 hour before your meeting time.

One Hour Meeting Reminder

Yes

Receive a text message when a meeting is updated. (ex. Location Change, Time Change, Advisor Change)

Meeting Updates

Yes