Buff Portal Advising
Student User Guide
Login and User Interface

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

CULoginName (also known as IdentiKey Username)

IdentiKey Password

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 academic record. Lists current courses and grades, as well as cumulative summary of all terms.
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.

### Calendar in list view

<table>
<thead>
<tr>
<th>Monday May 13th</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13th 2:15 pm - 3:15 pm</td>
</tr>
<tr>
<td>In Person - University Club 205, 872 Broadway - near the UMC</td>
</tr>
<tr>
<td>Not Available</td>
</tr>
</tbody>
</table>

This appointment is not available for booking.

<table>
<thead>
<tr>
<th>Tuesday May 14th</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14th 9:00 am - 11:00 am</td>
</tr>
<tr>
<td>In Person - University Club 205, 872 Broadway - near the UMC</td>
</tr>
<tr>
<td>Not Available</td>
</tr>
</tbody>
</table>

This appointment is not available for booking.

<table>
<thead>
<tr>
<th>Wednesday May 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15th 9:00 am - 11:00 am</td>
</tr>
<tr>
<td>In Person - University Club 205, 872 Broadway - near the UMC</td>
</tr>
<tr>
<td>Not Available</td>
</tr>
</tbody>
</table>

This appointment is not available for booking.
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.