

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 student named 'Chip Student'. The interface is divided into several sections:

- 1. Student Success Team:** Displays a grid of student success team members with their photos and names.
- 2. Student Services:** A section with icons for various services like 'New Student & Family Programs', 'Continuing Education', 'Education Abroad', 'Health Professions', and 'Update your Major/Minor'.
- 3. Undergraduate Performance Term by Term Summary:** A table showing academic performance across different terms, including columns for Title, Campus, Grade, Earned Hours, Institution, and Email Code.
- 4. Preferences:** A cog wheel icon used for accessing notification settings.
- 5. Actions & Alerts:** A section for managing alerts and actions, including a 'Meeting Type' dropdown and a 'Meeting Type' button.
- 6. Meetings:** A list of meetings, including details like 'Meeting Type', 'Meeting Title', 'Meeting Date/Time', and 'Meeting Location'.
- 7. Links:** A section for campus links, including 'Degree Audit', 'Buff Portal', and 'Academic Major/Minor/Subject'.
- 8. Academic Major/Minor:** A section for managing academic majors and minors, including a table with columns for 'Code', 'Name', and 'Prerequisites'.
- 9. Placement Assessments:** A section for managing placement assessments, including a table with columns for 'Assessment', 'Score', and 'Status'.
- 10. Class Schedule:** A section for managing the class schedule, including a table with columns for 'Title', 'Course/Section', 'Class Days', 'Class Time', 'Class Location', and 'Campus'.
- 11. Undergraduate Performance:** A section for managing undergraduate performance, including a table with columns for 'Term', 'GPA', and 'Cumulative GPA'.

- 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. Undergraduate Performance Term by Term Summary:** Overview of your academic record. Lists current courses and grades, as well as cumulative summary of all terms.
- 4. Preferences:** Cog wheel icon that links users to notification settings (more on page 4).
- 5. Actions & Alerts:** Displays alerts and holds from campus offices.
- 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.
- 9. Placement Assessments:** Provides access to scores on math, language, writing and CliftonStrengths.
- 10. Class Schedule:** Displays your class schedule for the current term.
- 11. Undergraduate Performance:** Provides information on credit hours earned and GPA.

Appointments

Schedule an appointment

1. Click on a **Success Team Member's picture**, which will bring you directly to their calendar (step 2).
2. Select an available appointment time with the appropriate member of your success team. You can use the arrows at the top of the page to navigate to the following week.
Note: Drop-ins are not reservable.
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. Buff Portal Advising will send an email confirmation of your appointment and reminders at 72 and 24 hours. You can also opt-in to text notifications (see page 5).

Step 1: Student Success Team

Click photo below to view member's calendar and book appointment

Anna Feldman
Program Coordinator, Leeds Business School, K08L 227, Queen's University Belfast, Belfast, Northern Ireland, UK
Leeds@qub.ac.uk

Marisa Reynolds
Technology, Arts, and Media Advisor, K08L 227, Queen's University Belfast, Belfast, Northern Ireland, UK
Leeds@qub.ac.uk

Sarah M. Reynolds
Art Practices, Art History, and Creative Studies Advisor, K08L 227, Queen's University Belfast, Belfast, Northern Ireland, UK
Leeds@qub.ac.uk

How All Calendars look with a member of my Success Team

Step 2: Calendar

May 31 - Jun 6, 2020

Time zone: All times displayed in Mountain Time

all-day

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

Step 3: Book Appointment

Desired Outcome

What would you like to discuss in your meeting?

Characters left: 1001

How would you like to meet?

☒ In Person
☐ Phone
☐ Web Conference

Step 4: Appointment Details

Title Individual Biology Advising Appointment

Advisor Tim Houston

When Monday, August 15 2016, 1:00 pm - 1:30 pm

Where Porter B126E

Description Please provide a desired outcome for this appointment.

Desired Outcome I would like to discuss my course schedule and internship opportunities

Buttons: Close, Book Appointment

Cancel an appointment

1. From the Buff Portal Advising home page navigate to the **My Meetings** box and click **Update**.
2. On the Meeting Confirmation screen, click in the box next to **Confirm Attendance** and select **No – cancel appointment**.
3. Click on **Save**.

Step 1: My Meetings

Show History

All Appointment Types

Meeting Type: Individual Appointment
Title: This is Ralphie's default meeting title
Advisor / Facilitator: Ralphie Advisor
Date/Time: 04/07/2020 9:00 AM MDT
Location: Video Advising - https://ralphiezoom.com
Status: Confirmed

Step 2: Meeting Confirmation

This is Ralphie's default meeting title / 04/07/2020 9:00 AM MDT / Ralphie Advisor

Full Name Albert Einstein

Desired Outcome

Confirm Attendance No - cancel appointment

Meeting Format Video Advising

Buttons: Save, Update

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.

The screenshot displays the 'My Success Team' sidebar on the left, the 'Meetings' header with 'Calendar' and 'List' tabs, and a list of appointments for Tuesday, June 2nd. A blue circle with the number '1' points to the team member selection area, a blue circle with the number '2' points to the 'Drop-ins and Open Hours' filter, and a blue circle with the number '3' points to the 'List' tab.

My Success Team

- Anna Feldman ☒ Program Coordinator & Ad
- Marie Pecoraro ☐ Director, Leeds Business M
- Marisa Reynolds ☒ Technology, Arts, and Med
- Sarah Matsuda ☒ Art Practices, Art History, &

Select Format Section

Select format: Any

Other Filters

- ☒ Drop-ins and Open Hours
- ☐ Other Helpful Meetings

Meetings **Calendar** **List**

Available appointments for the week of June 1 - June 5

Time zone: All times displayed in Mountain Time

< Today > < Current Week > < Current Month >

Tuesday June 2nd

June 2nd 1:00 pm - 1:15 pm	Anna (Zoom) Leeds Business Minor Advising Appointment	Phone / Video Advising	Not Available	Anna Feldman
This appointment is not available for booking				
June 2nd 1:30 pm - 1:45 pm	Anna (Zoom) Leeds Business Minor Advising Appointment	Phone / Video Advising	Individual Appointment	Anna Feldman
Book this appointment				
June 2nd 2:00 pm - 2:15 pm	Anna (Zoom) Leeds Business Minor Advising Appointment	Phone / Video Advising	Individual Appointment	Anna Feldman
Book this appointment				
June 2nd 2:30 pm - 2:45 pm	Anna (Zoom) Leeds Business Minor Advising Appointment	Phone / Video Advising	Individual Appointment	Anna Feldman
Book this appointment				

Wednesday June 3rd

June 3rd 9:30 am - 9:45 am	Anna (Zoom) Leeds Business Minor Advising Appointment	Phone / Video Advising	Individual Appointment	Anna Feldman
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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