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. **Undergraduate 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 Buff Portal.
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. **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. 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).

Cancel an appointment or Change Meeting Format

• From the Buff Portal Advising home page navigate to the My Meetings box and click Update.
  • To Cancel - On the Meeting Confirmation page, click in the box next to Confirm Attendance and select No – cancel appointment then Save.
  • To change Meeting Format - On the Meeting Confirmation page, click in the box next to Meeting Format and select the desired format (when available) then Save.
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
Filter available meetings by format type: in person, phone, video advising. 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.
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]

- **Communication Settings**
  - **Meeting Cancellation**: Yes
  - **Meeting Confirmation**: Yes
  - **Meeting Invitation**: Yes
  - **Meeting Reminder**: Yes
  - **One Hour Meeting Reminder**: Yes
  - **Meeting Updates**: Yes

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