Buff Portal Advising

Student User Guide

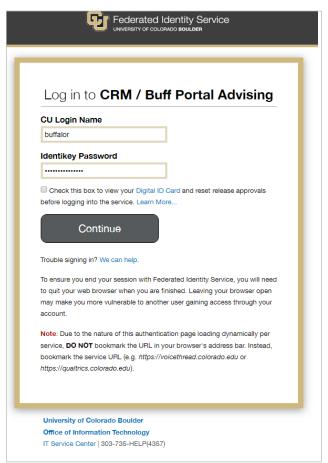


Login and User Interface

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

CULoginName (also known as IdentiKey Username)

IdentiKey Password



Buff Portal Advising login page



- **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.

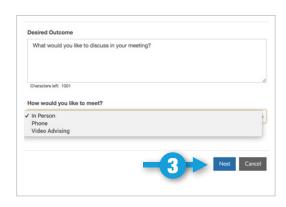
Appointments

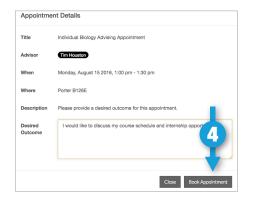
Schedule an appointment

- **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).





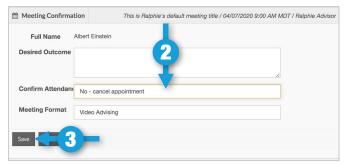




Cancel an appointment or Change Meeting Format

- 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

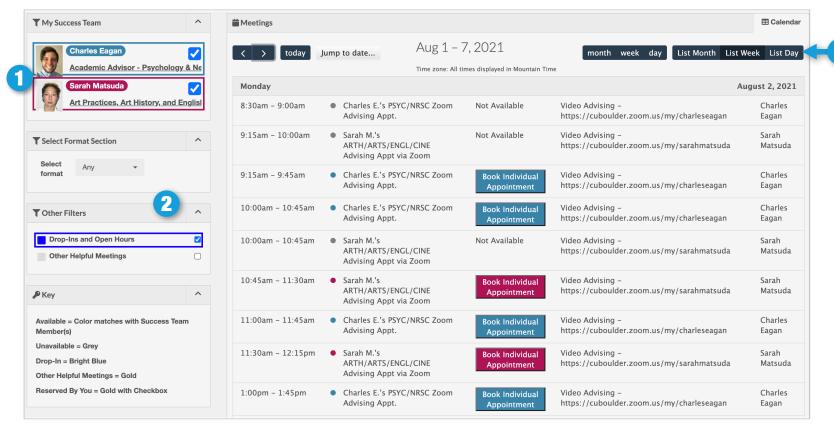
Click on a success team member's picture to toggle their calendar on and off.

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.



Calendar in list view

Preferences Center

1 Mobile Preferences

2 Phone NumberTo receive meeting info

3 Notifications List

Opt in to receiving text messages related to meetings scheduled in Buff Portal Advising (confirmations, reminders, location changes, etc.) To receive meeting information via text, first validate your mobile number.

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

