

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, each with a numbered callout:

- 1. Student Success Team:** Displays a list of advisors with their photos and names. A 'Click photo below to view counselor and book appointment' link is present.
- 2. Student Services:** A grid of icons linking to various services like 'New Student Program Orientation & College Transition Support', 'Continuing Education', 'Education Abroad', 'Career Services', 'Pre-Law Advising', 'Health Professionals', 'Veteran & Military Affairs', and 'Update your MyBuffAdvisor'. A cog wheel icon is also present.
- 3. Undergraduate Term by Term Summary:** A table showing academic performance by term, including columns for Title, Campus, Grade, Earned Hours, Institution, and Email Code. It includes a 'Fall 2021 Academic Standing' section.
- 4. Preferences:** A cog wheel icon that links to notification settings.
- 5. Actions & Alerts:** A section for alerts and actions, currently showing 'No Actions & Alerts to display'.
- 6. Meetings:** A section for meetings, currently showing 'No future meetings to display'.
- 7. Links:** A section for campus links, including 'Degree Audit' and 'Buff Portal'.
- 8. Academic Major/Minor:** A table showing enrolled majors and minors, including columns for Major, Minor, and Degree.
- 9. Placement Assessments:** A section for placement assessments, including 'Advising Questionnaire', 'Math Placement', and 'CliftonStrengths'.
- 10. Undergraduate Performance:** A section showing GPA trends (cumulative vs. term GPA) and a bar chart.

- 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).

Step 1: Success Team Members

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

Step 2: Meetings Calendar

Aug 1 - 7, 2021

Time zone: All times displayed in Mountain Time

Step 3: Appointment Details

Desired Outcome

What would you like to discuss in your meeting?

Characters left: 1001

How would you like to meet?

☒ In Person
☐ Phone
☐ Video Advising

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: Next, Cancel, Close, Book Appointment

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**.

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

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.

My Success Team

-  **Charles Eagan** ☒ Academic Advisor - Psychology & Ne
-  **Sarah Matsuda** ☒ Art Practices, Art History, and English

Select Format Section

Select format: Any

Other Filters

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

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

< > today Jump to date... Aug 1 - 7, 2021 month week day List Month List Week List Day

Time zone: All times displayed in Mountain Time

Monday	August 2, 2021
8:30am - 9:00am	<ul style="list-style-type: none">Charles E.'s PSYC/NRSC Zoom Advising Appt. Not Available Video Advising - https://cuboulder.zoom.us/my/charleseagan Charles Eagan
9:15am - 10:00am	<ul style="list-style-type: none">Sarah M.'s ARTH/ARTS/ENGL/CINE Advising Appt via Zoom Not Available Video Advising - https://cuboulder.zoom.us/my/sarahmatsuda Sarah Matsuda
9:15am - 9:45am	<ul style="list-style-type: none">Charles E.'s PSYC/NRSC Zoom Advising Appt. Book Individual Appointment Video Advising - https://cuboulder.zoom.us/my/charleseagan Charles Eagan
10:00am - 10:45am	<ul style="list-style-type: none">Charles E.'s PSYC/NRSC Zoom Advising Appt. Book Individual Appointment Video Advising - https://cuboulder.zoom.us/my/charleseagan Charles Eagan
10:00am - 10:45am	<ul style="list-style-type: none">Sarah M.'s ARTH/ARTS/ENGL/CINE Advising Appt via Zoom Not Available Video Advising - https://cuboulder.zoom.us/my/sarahmatsuda Sarah Matsuda
10:45am - 11:30am	<ul style="list-style-type: none">Sarah M.'s ARTH/ARTS/ENGL/CINE Advising Appt via Zoom Book Individual Appointment Video Advising - https://cuboulder.zoom.us/my/sarahmatsuda Sarah Matsuda
11:00am - 11:45am	<ul style="list-style-type: none">Charles E.'s PSYC/NRSC Zoom Advising Appt. Book Individual Appointment Video Advising - https://cuboulder.zoom.us/my/charleseagan Charles Eagan
11:30am - 12:15pm	<ul style="list-style-type: none">Sarah M.'s ARTH/ARTS/ENGL/CINE Advising Appt via Zoom Book Individual Appointment Video Advising - https://cuboulder.zoom.us/my/sarahmatsuda Sarah Matsuda
1:00pm - 1:45pm	<ul style="list-style-type: none">Charles E.'s PSYC/NRSC Zoom Advising Appt. Book Individual Appointment Video Advising - https://cuboulder.zoom.us/my/charleseagan Charles Eagan

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