## CU Guest Access
### Navigating the Shared Information Center

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landing Page</td>
<td>3</td>
</tr>
<tr>
<td>Program/Plan Data</td>
<td>4</td>
</tr>
<tr>
<td>Unofficial Transcript</td>
<td>4</td>
</tr>
<tr>
<td>View Advisors</td>
<td>6</td>
</tr>
<tr>
<td>View COF</td>
<td>7</td>
</tr>
<tr>
<td>View Class Schedule</td>
<td>8</td>
</tr>
<tr>
<td>View Course History</td>
<td>9</td>
</tr>
<tr>
<td>View Enrollment Appointments</td>
<td>10</td>
</tr>
<tr>
<td>View Grades</td>
<td>11</td>
</tr>
<tr>
<td>View Health Insurance</td>
<td>12</td>
</tr>
<tr>
<td>View Transfer Credit Report</td>
<td>12</td>
</tr>
<tr>
<td>View Address</td>
<td>13</td>
</tr>
<tr>
<td>View Email Addresses</td>
<td>13</td>
</tr>
<tr>
<td>View Phone</td>
<td>14</td>
</tr>
<tr>
<td>Holds</td>
<td>14</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>14</td>
</tr>
</tbody>
</table>

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**Be Boulder.**

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Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Revised 7/28/2016
Landing Page

Once the guest has finished setting up their account, they can log in to CU Guest Access at www.colorado.edu/registrar/guest.

In the **Shared Information Center**, the guest can use the links in the menu to view the information the student has granted them access to.

**NOTE:** The menu only displays the information the student has given the guest access to. Ask the guest which menu item they have a question about and go from there.
Program/Plan Data

View the student’s institution, career, program(s), major(s), degree(s) and option(s), if applicable.

Unofficial Transcript

Click View Unofficial Transcript.
Select the home institution and the transcript type, then click **View Unofficial Transcript**.

**NOTE:** The only transcript type available is **All CU Careers**. Non-credit transcripts are not available.

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**Unofficial Transcript**

**Ralphie Buffalo**

Unofficial transcripts are for informational purposes only. All Careers include everything except Non-Credit coursework.

Choose an institution and report type and press **View Report**.

**Home Institution**: CU Boulder

**Transcript Type**: All CU Careers

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The unofficial transcript opens in a new tab.
If you close the transcript, but decide you want to open it again, click **view another transcript**.

**View Advisors**

View the student’s advisor for each of their academic programs and majors. Click the link on the advisor’s name to send them an email.
View COF

The COF table has a row for each term, and a column for each type of information. If a student doesn’t have data for a column for that term, the cell is blank.

**NOTE:** Guests may need help understanding the four-digit term codes.

The following four screenshots are detail views of the COF table, going left to right.
View Class Schedule

View details for every class the student is taking that semester. Filter by Show Enrolled Classes, Show Dropped/Withdrawn Classes or Show Waitlisted Classes. To view data for another term, click Change Term.

- **CHEM 1021 - Introductory Chemistry**
  - Units: 4.00
  - Class Nbr: 13161
  - Section: 100
  - Component: Lecture
  - Days & Times: MoWeFr 12:00PM - 12:50PM
  - Start/End Date: 08/22/2016 - 12/09/2016

- **NRSC 2200 - Lab Techniques in Neuroscience**
  - Units: 2.00
  - Class Nbr: 22936
  - Section: 001
  - Component: Main Lab
  - Days & Times: TuTh 9:00AM - 10:50AM
  - Start/End Date: 08/22/2016 - 12/09/2016
View Course History

View basic information about all courses the student has taken or transferred, including in-progress courses.

Click the column header to sort, or use **Sort results by** (and **Then by**, if desired) to sort by course, description, grade, status, term or units (but not by institution).
View Enrollment Appointments

In addition to the student's appointment dates and times, view the student's maximum total, GPA, audit and waitlist units. To view data for another term, click Change Term.
View Grades

View the student’s official grade and grade points for each class by semester. Term statistics include units toward GPAs, units not for GPAs, and GPA calculations. To view data for another term, click Change Term.
**View Health Insurance**

View the student's health insurance selection for each term.

![Health Insurance Selection Table](image)

**View Transfer Credit Report**

View classes submitted for transfer credit. Details about the source course include source institution, incoming course title, units taken and grade input. Details about the target course include equivalent course title, units and the grade accepted in transfer (if applicable).

![View Transfer Credit Report](image)
View Address

May include home, mail, local and residence hall addresses, if applicable.

### Addresses

View, add, change or delete an address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
</table>
| Home         | 1630 Pennsylvania Avenue  
              | Washington, DC 20006  
              | United States of America  
              | United States |
| Residence Hall | 1984 Cheyenne Arap Hall  
                 | 960 Green Mountain Street  
                 | Boulder, CO 80310  
                 | United States |
| Local        | 1234 Cheyenne Arap Hall  
              | 960 Green Mountain Street  
              | Boulder, CO 80310  
              | United States |

View Email Addresses

May include email addresses connected to the student's pre-CU, Boulder and Continuing Ed affiliations, if applicable.

### Email Addresses

Email is an official means for communication within the University of Colorado. Therefore, the University has the right to send communications to faculty, staff, and students via email and to expect that those communications will be received and read.

All faculty, staff, and students will be provided an official University email address by their campus. The University will send all email communications to official campus email addresses. If students are enrolled at more than one campus, then they are responsible for checking each campus email account. For policies and further information on the usage and management of your campus email refer to the campuses information technology web sites.

Below you may add or edit the personal email types of Pre CU Enrollment and Parent.

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulder</td>
<td><a href="mailto:sample@colorado.edu">sample@colorado.edu</a></td>
</tr>
<tr>
<td>Pre CU Enrollment</td>
<td><a href="mailto:sample@gmail.com">sample@gmail.com</a></td>
</tr>
</tbody>
</table>
**View Phone**

May include home, cell/mobile and local phone numbers. A checkbox denotes the student’s preferred contact number.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Ext</th>
<th>Country</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>000/000-0000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>000/000-0000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell/Mobile</td>
<td>000/000-0000</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

**Holds**

Click on a hold item to see its description.

**Emergency Contact**

View all emergency contacts on file for the student. May include contact name, relationship, phone number and country. A checkbox denotes the student’s primary contact.