

**NEWS  
FLASH!**

## Work-Study Employer Page in Campus Solutions

If you need access to view students' work-study awards and balances in Campus Solutions, you must request access to the Work-study Employer View page. Please follow these steps for access to Campus Solutions and/or the Employer View page. We expect to have the Employer View page available around August 13th. We will post detailed instructions on how to read the page on our web site. In the meantime, if you need work-study information, please contact us.

### **If you already have access to Campus Solutions and only need to add access to the Employer View page:**

Send an email to [Susan.Youtz@Colorado.edu](mailto:Susan.Youtz@Colorado.edu) and include the following information:

- ◆ Your full name and department name
- ◆ Your Campus Solutions Operator ID (i.e. MOUS000001)

**OR**

### **If you DO NOT already have access to Campus Solutions:**

You must do the following to receive access to Campus Solutions **AND** the Employer View page:

- ◆ Complete these online courses in SkillSoft (if you have not already done so):
  - ⇒CU: Introduction to ISIS (course number A00140)
  - ⇒CU: FERPA (course number U00049)
- ◆ Complete the ISIS and Document Management Access Form ([attached](#))
  - ⇒Send the completed form to [Susan.Youtz@Colorado.edu](mailto:Susan.Youtz@Colorado.edu)

\*\* Instructions for accessing the courses are included on the access request form.