CU Marketplace Training and Access

To place orders in CU Marketplace, you will need “ePro Shopper” access. This will allow you to create shopping carts and to view your previous orders you have made.

Computer Science faculty and staff may request CU Marketplace “ePro Shopper” access. Students are not allowed this access, per department policy.

Before requesting access, you will need to complete the following Skillsoft Training courses with a passing score.

- Information Security and Privacy Awareness (_scorm12_cu_u00063_0001)
- CU Marketplace – Shopper (_scorm12_cu_u00080_0001)

Once you have completed these Skillsoft courses, go to this link: https://identity.prod.cu.edu/identity

Choose “CU Boulder” and login with your CU IdentiKey and password.

1. From the CU Identity Manager home page, select “Request Access” and select “Request for Self” from the dropdown provided.
2. A new tab with Identity Manager will open called “Request Access”. Below the Instructions, select “Type” as “All”. In the search box, search for “Marketplace: ePro Shopper”. Select “Search”. You will be presented with a list of entitlements that match your search criteria. If no values are returned, review your search parameters and make edits as needed. Find the role you are requesting and Select “+ Add to Cart”.

3. Once the requested role is in the cart, you will see a cart notification counter in the top right. This is the count of roles in your cart. Elect “Next” at the top of the page.

4. The cart details screen will appear. This page will list all roles requested under “Cart Items” and contains a “Justification” section at the top. Add you justification for why you need this role in the “Justification” section.
5. Once the justification is entered, select “Submit”. The tab will close and you will be returned to the home screen. Your request will be routed to your supervisor for approval.

6. To view your request, select the “Track Requests” tile from the home screen.

7. To view all of your requests, select the magnifying glass icon with nothing in the search field. If you know your request ID, enter that number into the search bar and select the magnifying glass icon. Your requests should appear in the table below the search criteria.

If you have questions or need help with the CU Identity Manager, this link has some helpful user guides:
https://www.cu.edu/docs/process-guide-requesting-access