



The purpose of this document is to help you get started with the set-up portion of the new employee onboarding process.

Follow the steps below to begin.

- **Step 1: Claim Your Identikey**

You will use your IdentiKey to access a variety of IT resources on campus. Your IdentiKey is a combination of your CU Login Name and a unique password set by you. The campus Office of Information Technology (OIT) will automatically create your CU Login Name and you will create your password according to University security requirements.

Account Claim instructions – follow the link to claim your account:

<http://www.colorado.edu/oit/tutorial/identikey-primary-account-activation>

Once you have claimed your account, it may take 4 – 24 hours for your account to become active.

Help Desk Contact info

IT Service Center

303-735-4357 (5-HELP) or help@colorado.edu

Mon. - Fri.: 7:30 a.m. – 8:00 p.m.

Sat. – Sun.: 12:00 noon - 6:00 p.m.

- **Step 2: Log into the [MyCUinfo portal](#) with your new IdentiKey credentials and password you created. (If you are unable to log in, your account may not be fully activated. It may take between 4-24 hours after claiming your IdentiKey for the system to update.)**
- **Step 3: Follow the step-by-step instructions in this document to complete your employee setup actions – W-4 and Direct Deposit**

Benefits and Payroll for all four campuses of the University of Colorado are managed by the Employee Services group at the Systems Administration offices in Denver and their technology group manages this system.

If you have problems moving through the set-up portion of the onboarding process, or if you have questions about benefits options, please contact Employee Services

Employee Services

<https://www.cu.edu/employee-services>

303-860-4200

employeeservices@cu.edu

8 a.m. to 5 p.m. Monday through Friday

If you contact Employee Services outside these hours, please leave a message, and they will return your call the following business day.

Step-by-step Instructions for Completing New Hire Paperwork in MyCUinfo Portal

If you have any questions, call Employee Services located in Denver (303) 860-4200

All forms except I-9 are completed online. Please work with your department to complete the I-9 form, or visit the Boulder Campus Division of Human Resources, 3100 Marine St. Boulder, CO 80309 (303)-492-6475

Verify or Update Employee Information (emergency contacts, mailing address, home address, email, phone numbers) There are two ways to navigate to the Employee Dashboard:

1) My Info and Pay > Employee Profile

The screenshot shows the MyCUinfo portal interface. At the top left is the University of Colorado Boulder logo. The navigation bar includes 'Student' and 'CU Resources'. The 'My Info and Pay' menu is highlighted with a red circle, and a red arrow points to the 'Employee Profile' option. The main content area features a banner about an emergency response course and a grid of dashboard tiles. The tiles include 'Employee ID', 'My Leave' (with vacation and sick leave hours), 'Quick Links', 'Last Confirmed Check' (dated November 30, 2015), 'Medical Provider', and 'Welcome to CU'.

2) Under the icon with the employee's name and employee ID > My Info > Employee Profile

This screenshot shows the 'My Info' dropdown menu from the previous page. The 'Employee Profile' option is circled in red, and a red arrow points to it. The background shows the same dashboard tiles as the previous screenshot, including 'My Leave', 'Quick Links', 'Last Confirmed Check', 'Medical Provider', 'Welcome to CU', and 'Faculty Reporting & DEPA'. At the bottom of the page is the 'Be Boulder.' logo and footer information.

Update personal contact information or add information as needed:

Personal Information Summary

Expand All Collapse All

HR Program Mgr
Actions

Name
Christiane Harrison

Home/Mailing Addresses

Address Type	Status	As Of	Country	Address
Home	Current	12/05/2012	USA	

Change Home/Mailing Addresses

Phone Numbers

Phone Type	Phone Number	Preferred
Campus 1		<input checked="" type="checkbox"/>
Home		

Change Phone Numbers

Emergency Contacts

Name	Relationship to Employee	Primary Contact
	Father	<input checked="" type="checkbox"/>
	Mother	

Fill out W-4: Two Ways to access

1) My Compensation > W-4

Course helps faculty, staff, students learn important emergency response procedures
CU-developed online course can teach you vital safety techniques.

Christiane Harrison
Employee ID: 250735
My Info

My Leave
Vacation: 190.6 hours, Sick: 46.5 hours
Request Leave/Record Time

Quick Links
Quick Links

Medical Provider
Exclusive Before-Tax
My Benefits

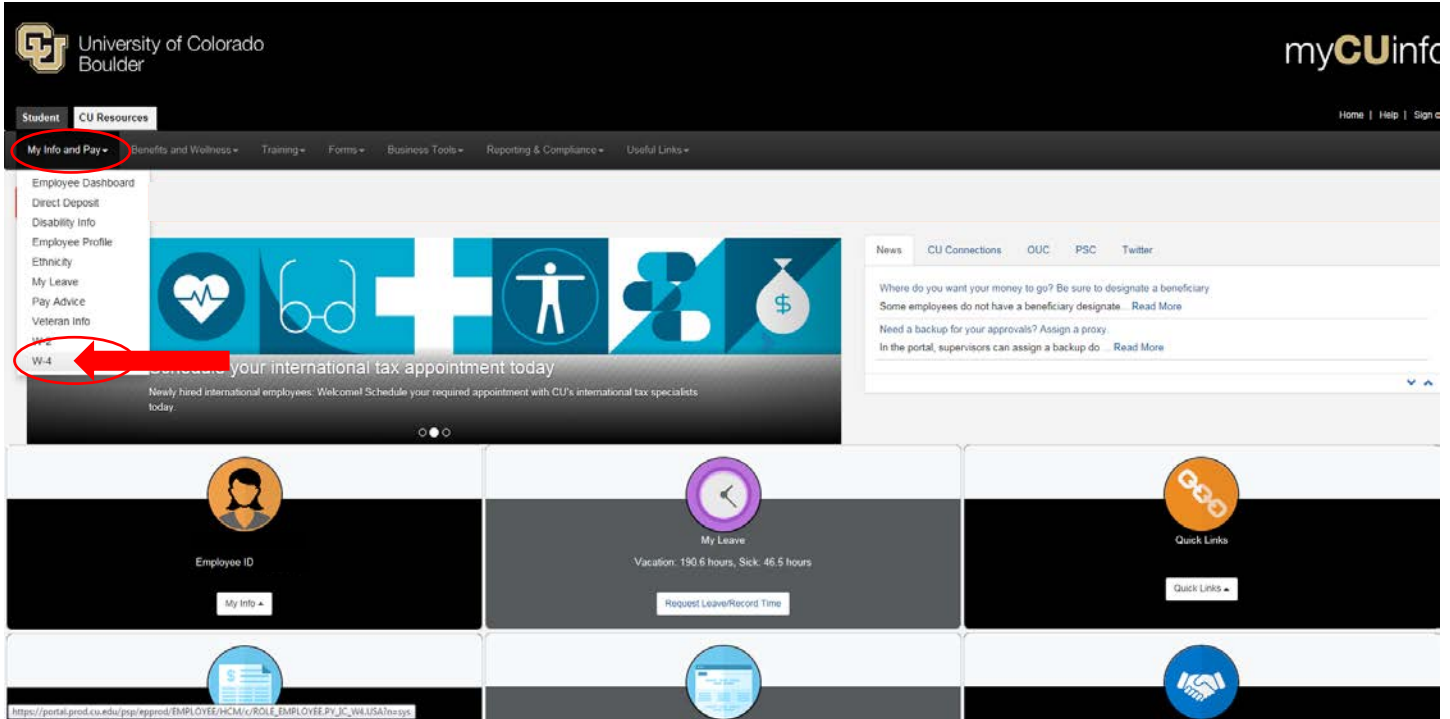
Welcome to CU!
Start Onboarding

Faculty Reporting & DEPA
Details

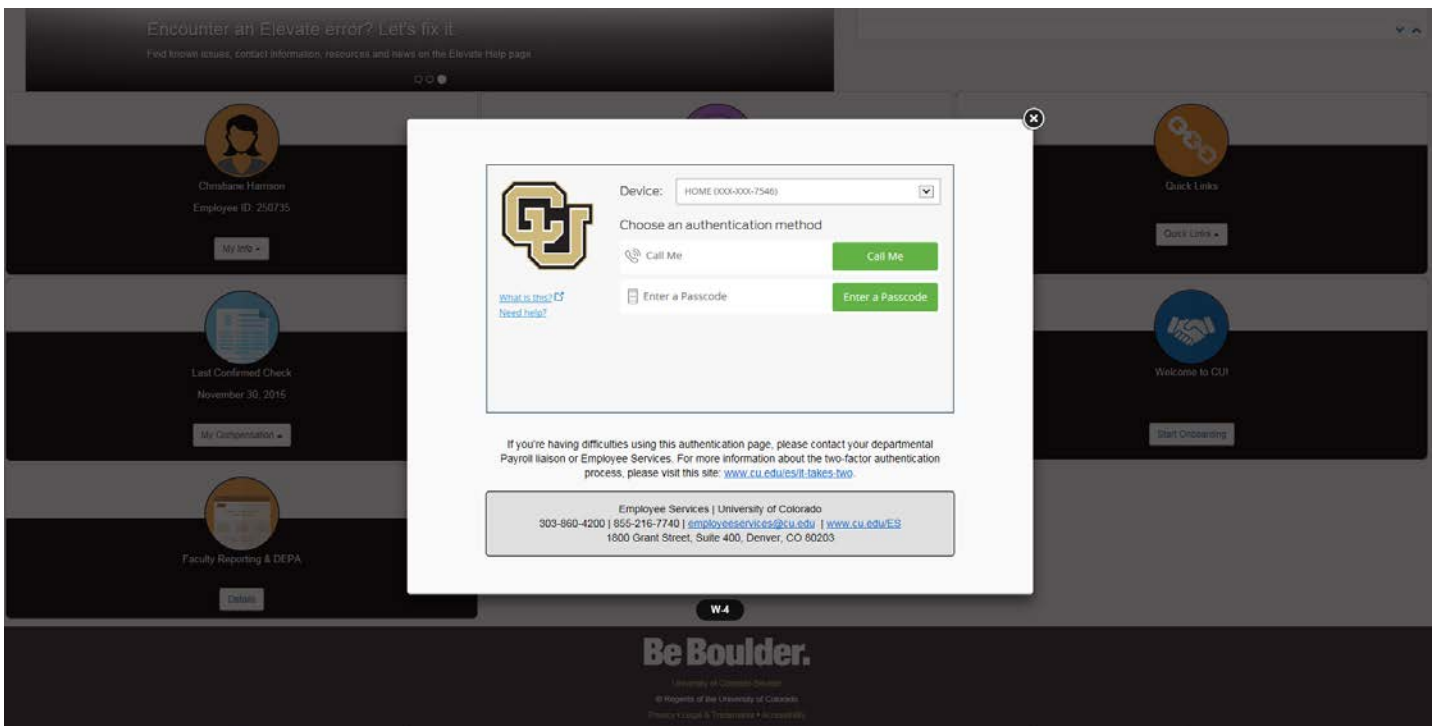
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University of Colorado Boulder
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Privacy • Legal • Trademarks • Accessibility

https://hr.good.co.edu/gss/hr/EMPLOYEE/HCM/c/ROLL_EMPLOYEE_PY_IC_WUSA?way

2) Top Menu Banner > My Info and Pay > W-4



There is multi-factor authentication security in place – enter the information and a code or phone call will be sent to grant access to the W-4 screen:



Complete the W-4 Worksheet:

The screenshot shows a web browser window displaying the 'W-4 Tax Information' form. The form is titled 'W-4 Tax Information' and is for the University of Colorado. It includes fields for 'Social Security Number', 'Home Address', and 'W-4 Tax Data'. The 'W-4 Tax Data' section includes 'FWT Allowances' (set to 0) and 'FWT Additional Amount'. There are radio buttons for 'Single' and 'Married' (selected), and a checkbox for 'Married File Single'. A 'Claim Exemption' section is also visible, with a 'Current Year' of 2015 and a certification statement. The background shows a user dashboard for 'Christiane Harrison' with various navigation options like 'My Info', 'Last Confirmed Check', and 'Faculty Reporting & UDEPA'.

Enroll in Direct Deposit: Top Menu Banner > My Info and Pay > Direct Deposit

The screenshot shows the 'myCUinfo' portal for the University of Colorado Boulder. The top navigation bar includes 'Student' and 'CU Resources'. The 'My Info and Pay' menu is highlighted with a red circle, and a red arrow points to the 'Direct Deposit' option in the dropdown menu. The main content area features a banner with the text 'Encounter an Elevate error? Let's fix it.' and a row of employee avatars. Below the banner, there are several tiles for 'Employee ID', 'My Leave', and 'Quick Links'. The URL at the bottom of the page is 'https://portal.pprod.cu.edu/ppg/epprod/EMPLOYEE/HCM/CO/ROLL/EMPLOYEE/PV_IC_001_DP_G01'.

Select Add Account

Enter information from your bank account – be sure to know the routing number and account number

The screenshot shows the MyCUInfo portal for a user named Christiane Harrison. A modal window titled "Direct Deposit" is open, with the sub-heading "Add Direct Deposit". The form contains the following fields and options:

- Your Bank Information:** A text input field for the routing number, with a "View check example" link.
- Distribution Instructions:** Fields for Account Number, Account Type (dropdown), Deposit Type (dropdown), and Amount or Percent (input).
- *Deposit Order:** A checkbox option with the text "(Example: 1 = First Account Processed)".
- Buttons:** "Save" (orange), "Return to Direct Deposit", and "* Required Field" (small text).

Enroll with the Boulder Campus Emergency Alerts System:

You will complete this enrollment in a separate webpage.

Please open a new webpage to the following address: <http://alerts.colorado.edu/>

Select: Alert Sign Up

The screenshot shows the CU-Boulder Alerts website. The navigation menu includes "Resources", "Alert Sign Up" (circled in red with a red arrow pointing to it), "Text Message FAQ", and "Alertus FAQ". Below the navigation, there is a section titled "In case of emergency, make sure you get the message..." with a sub-heading "User Sign Up". The text explains that users should be in the know and provides instructions for signing up. There are buttons for "Students" and "Faculty, Staff and Affiliates". A list titled "How to find information in an emergency" includes instructions for mobile devices, computers, the web, and the phone. An image of a woman looking at her phone is visible in the bottom right corner.

On the second page, *Select: Register*

https://www.getrave.com/login/cuboulder

University of Colorado Boulder

Change Site

Username Password Log in Register

CU-Boulder Alerts

Emergency Notification System for the University of Colorado Boulder

Important information regarding registration and management of your emergency notification information:

- CU-Boulder students – Please visit the [MyCUInfo student center](#) in order to manage your emergency notification information via the view/update your addresses link in MyCUInfo Profile. For more information visit [the FAQ](#) from the Office of the Registrar.
- CU-Boulder faculty, staff and affiliates – Please use this website to manage your emergency notification information.

The University of Colorado Boulder is committed to providing timely warnings and/or emergency notifications for situations that represent a serious or continuing threat to the campus community. Situations where CU-Boulder Alerts text messages could be issued include severe weather, campus operating status, and imminent dangers affecting our campus community.

To make it easier for students to receive these email and text alert messages, on April 1, 2013 the university integrated the sign-up process into our registration system, and you will be able manage your information through the [MyCUInfo student center](#) throughout the year.

We encourage all CU-Boulder students, faculty, staff and affiliates to manage all emergency notification information for the CU-Boulder Alerts system during registration and throughout the year, as these bulk messages are a vital method of sharing urgent campus information in emergency situations.

If you are no longer affiliated with the University of Colorado Boulder and wish to be removed from CU-Boulder Alerts, please log in above and delete your account.

For more information, visit the [CU Alert FAQ](#) page.

If you have questions regarding emergency management at CU-Boulder, please visit [CU-Boulder Office of Emergency Management](#) or email us at emergency.management@colorado.edu

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UNIVERSITY LEVEL

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Follow the on-screen instructions to create your account

Rave Registration Create

https://www.getrave.com/alerts/register/remoteAuthenticationForm.do

Create Account Confirm Mobile Carrier Confirm Mobile Number Finisheed

Create Your Account

You are currently registering for an account with University of Colorado Boulder.
If this is not your organization [click here](#).

First name

Last name

Registration Email

Password

Re-enter Password

Mobile Number

Re-enter Mobile Number

Terms of Use

Date of Last Revision March 2011

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Proceed to Next Step Cancel