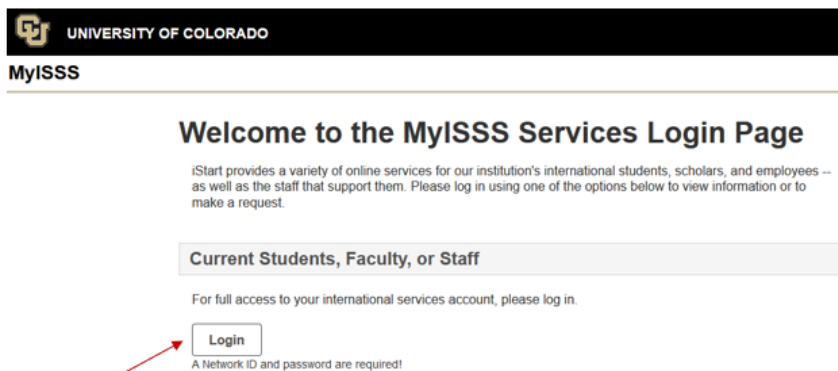
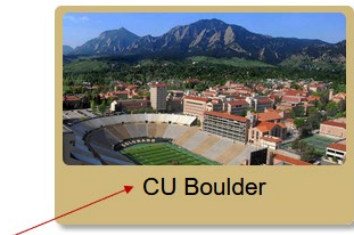


Logging into the MyISSS Departmental Services Portal

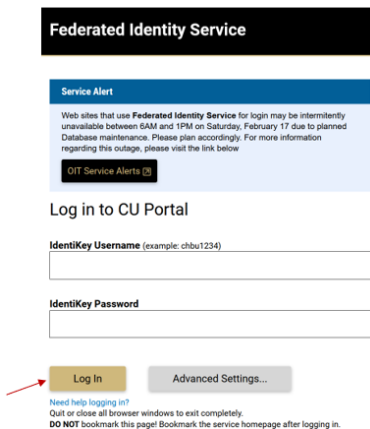
1. If you are not on campus, connect to the VPN
2. Open the Departmental Services portal at <https://sunapsis.cu.edu>
 - It is recommended that you use the FireFox browser with the MyISSS Departmental Service portal (e.g., not Chrome, not Internet Explorer).
 - If you need to request Departmental Services portal access, there is an option on this screen to request access. This will send an email to ISSS. ISSS provisions portal accounts based on this process.
3. Click on the **Login** button



4. Select your Campus—**CU Boulder**



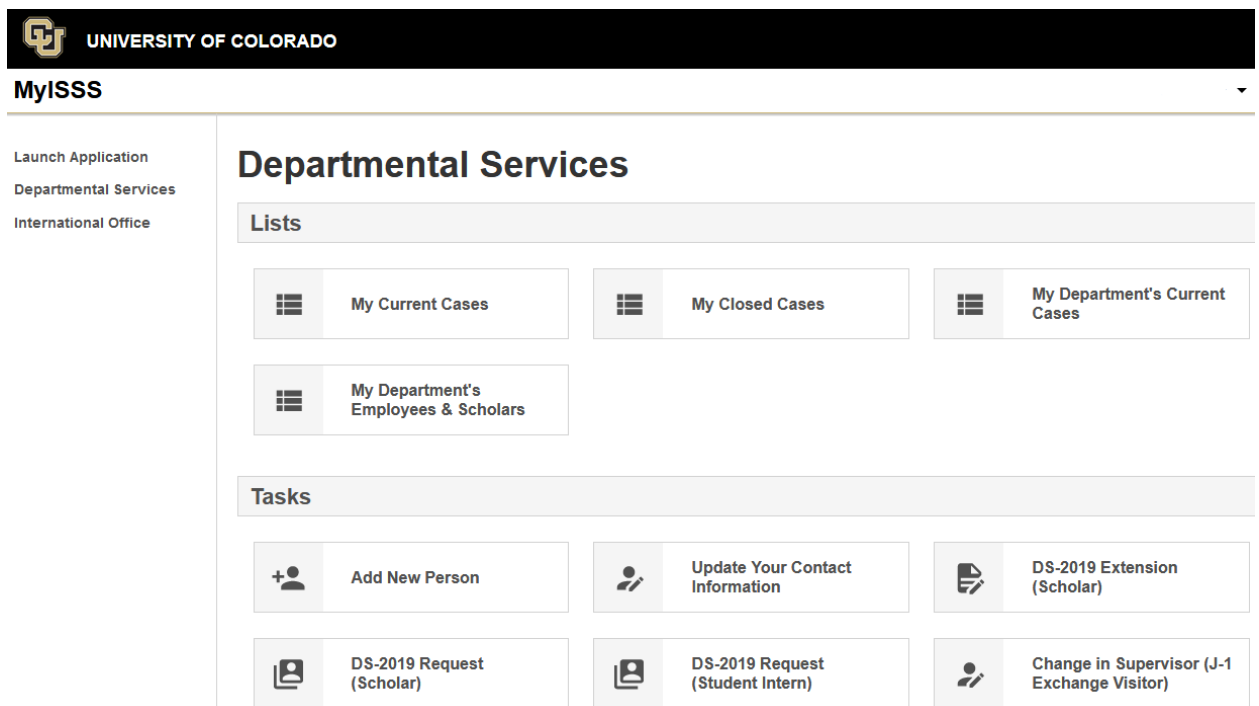
5. Enter your IdentiKey and **IdentiKey password** and then click on **Log In**



6. Click on **Departmental Services**



7. After successfully logging in, you will be taken to the **Departmental Services homepage**.



Additional Resources

- [Completing E-Forms](#) (General Overview)
 - Includes Accessing e-forms, Saving drafts, Submitting E-forms, Monitoring status of e-form submissions, Troubleshooting issues, Canceling a request
- [MyISSS Departmental Services webpage](#)
 - How-to guides and videos, process checklists, letter templates, optional intake materials