Access to the CU-SIS Employer View Screen

**View students' work-study awards and earnings throughout the semester using the
Work-study Employer View page in CU-SIS**

If you don't have Campus Solutions (CS/CUSIS) access:

You will need to have completed a couple training courses in Skillsoft before you can request access to CU-SIS; CU: FERPA for CU-SIS Access **and** CU: Introduction to CU-SIS-Campus Solutions

Once you've completed both required training courses, please complete the CU-SIS access request form.

1. Go to **https://www.colorado.edu/registrar/faculty-staff/student-data/access**
2. Click the **CU Student Integrated Systems (CU-SIS) Access** link in step 2.
3. Now click the **Campus Solutions** link
4. Under access, click the "**CU-SIS Access Request Form**" link
5. Log in with your **identikey and password**
6. Select the radial button for "**Myself**". **If not for yourself, select correct radial button**.

MYSELF	OTHERS
Complete the user section	Complete the user section with the employee information

7. Under Request Type select if you are a new user or update access.
8. Under System Access Requested, select Campus Solutions
9. In the Access Justification note "Requesting access the Work Study Employer View" screen
10. Approval:

MYSELF	OTHERS
Check the box next to the "I accept these terms and conditions"	Select the radial box for your approval under **Supervisor/Sponsor Decision**
Click **Submit** Form to Supervisor	**Enter your Supervisor Name** for a signature
	Enter **Date**
	Enter **Financial Aid** for the campus/model related to the access being requested
	Submit Form for User Acceptance

11. Once submitted it will be processed and you should be notified when it's been completed.
12. See the [How to Read the Employer View Page](#) once you have access to the Work-study Employer View Screen.