

How to Sign In to the Cherwell Self-Service Landing Page

UIS Service Desk
303-860-HELP (4357)
help@cu.edu



How to sign in to the Cherwell self-service landing page

1. Sign in to the [System Administration campus portal](#) using your ADCUSYSEDU credentials.
2. Click the **UIS Service Desk Self-Service** link within the **Help / Support** accordion.

	Personal Information
	Payroll and Compensation
	Training
	Business Applications
	Reporting
	Useful Links
	Help / Support
	Employee Services Help
	Finance and ePERS Help
	UIS Service Desk Self-Service 
	UIS Service Desk - User Guides
	CU Systems Feedback

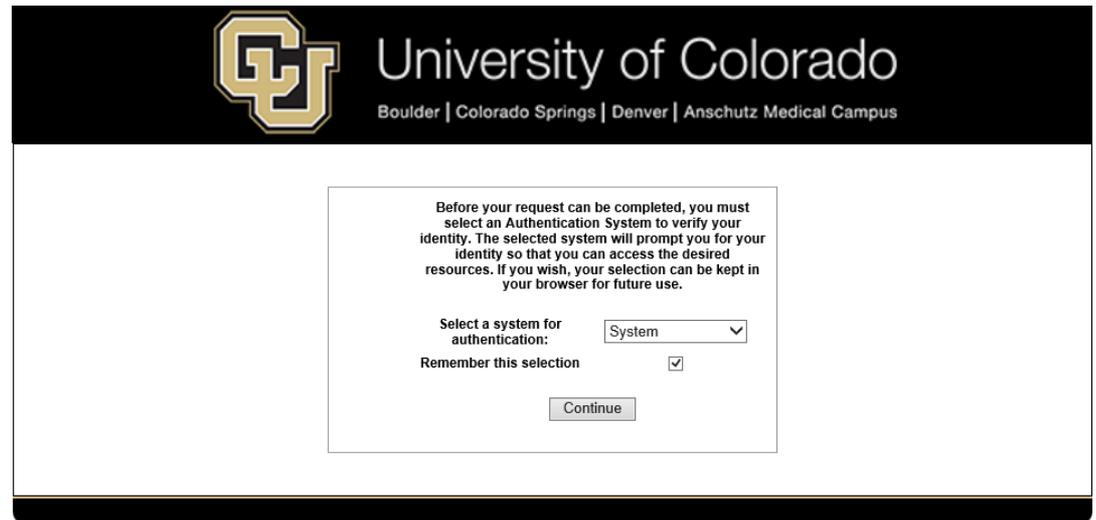


How to sign in to the Cherwell self-service landing page

3. In the campus drop-down menu, select **System** as your campus.

4. Check the **Remember this selection** box, then click **Continue**.

Note: This is a required step the first time you sign in to the self-service portal.



The screenshot shows the University of Colorado self-service landing page. At the top, there is a black header with the University of Colorado logo on the left and the text "University of Colorado" in white. Below the logo, the text "Boulder | Colorado Springs | Denver | Anschutz Medical Campus" is displayed. The main content area is white and contains a central form box. The form box has a title that reads: "Before your request can be completed, you must select an Authentication System to verify your identity. The selected system will prompt you for your identity so that you can access the desired resources. If you wish, your selection can be kept in your browser for future use." Below the title, there are two fields: "Select a system for authentication:" with a dropdown menu showing "System" and a checkmark icon, and "Remember this selection" with a checked checkbox. At the bottom of the form box is a "Continue" button.

How to sign in to the Cherwell self-service landing page

5. You are now signed in to the Cherwell self-service landing page.

The screenshot shows the University of Colorado Cherwell self-service landing page. The header includes the University of Colorado logo and name, with links for Boulder, Colorado Springs, and Denver. Below the header is a navigation bar with 'Home' and 'Service Catalog' links. The main content area is titled 'Portal Home' and features a 'Requests and Incidents' section with a blue background and a white icon of a document with a star. This section contains links for 'Submit a Request', 'Report an Incident', and 'View the Status of My Requests'. To the right of the 'Requests and Incidents' section, the date 'Thursday, February 05, 2015' is displayed. Below the date is a 'My Items' section with a table showing the number of open service requests and incidents. The table has two rows: 'Open Service Requests' with a value of 0, and 'Open Incidents' with a value of 1. Below the table is a 'UIS Service Desk Hours' section with a table showing the hours for Monday - Friday (7:30am - 5:30pm) and Saturday & Sunday (Closed).

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Home | Service Catalog

Portal Home

Requests and Incidents

Submit a Request
Report an Incident
View the Status of My Requests

Thursday, February 05, 2015

My Items

Open Service Requests	0
Open Incidents	1

UIS Service Desk Hours

Monday - Friday	7:30am - 5:30pm
Saturday & Sunday	Closed