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Request Access | UCCS [1]

To obtain access to the University of Colorado Electronic Communications tools, follow these steps.

Step 1: Register for CU Link [2].

Step 2: Complete a Confidentiality Agreement [3].

Once complete, scan the original and email it to Megan Gallegos [4] or fax the original to (719) 255-3716. Please keep a copy of this document for your records.

Step 3: Review the policies [5] and the CU Colorado Springs' brand guidelines [6].

Step 4: If you have data lists, please submit them here [7].

Your data will be entered into the CU Foundation's Advance database and the Harris Connect database for use with the email tool. Data lists cannot be imported into the Harris Connect Email Marketing tool – they must populate the databases, so it's important that this data be submitted.

Learn more on integrating external lists. [8]

Step 5: Submit a form [9] to request access to the electronic communications tools.

Step 6: Get trained! Select a training session [10].

Source URL:https://www.cu.edu/ecomm/request-access-uccs#comment-0

Links
[1] https://www.cu.edu/ecomm/request-access-uccs [2] https://link.cu.edu
[3] https://www.cu.edu/ecomm/wp-content/uploads/2011/08/ecomm_data_confidentiality_EMPLOYEE.pdf
[4] mailto:alumni@uccs.edu?subject=UCOC%20Admin%20Confidentiality%20Agreement
[5] https://www.cu.edu/ecomm/user-support/policies [6] http://www.uccs.edu/brand/downloads.htmluccs-brand-identity-standards.pdf [7] https://www.cu.edu/ecomm/new-users/request-access/data-lists
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