

Benefits Enrollment Tool Access Help ^[1]

Need to access the portal's Benefits Enrollment Tool?

You must request a username and a password (called an "IdentiKey" or a "PassportID", depending on your campus) to access the Benefits Enrollment Tool.

Select your campus for instructions

CU Boulder

Learn about IdentiKey.

Visit CU Boulder's [IdentiKey FAQ](#) ^[2] to learn more.

Claim your account.

Visit CU Boulder's [Primary Account Activation](#) ^[3] site. This tutorial will walk you through the process of obtaining login credentials.

Forgot your password? Need to change your password?

Use the [Identity Manager](#) ^[4] area to reset your password.

Need help?

IT Service Center

- **Call:** 303-735-4357 (5-HELP from a campus phone)
- **Email:** help@colorado.edu ^[5]
- **Hours:** Visit the [IT Service Center website](#) ^[6] for times.

CU Colorado Springs

Claim your account.

Go to the [Claim Your Account](#) ^[7] page, fill out all the fields and press submit.

Forgot your password? Need to change your password?

[Click here to reset your password](#) ^[8].

Need help?

IT Help Desk

- **Call:** 719-255-3536
- **Website:** [Visit the IT help page](#) ^[9]
- **Hours:** 8 a.m. to 6 p.m. Monday Friday; closed Saturdays, Sundays and staff holidays

CU Denver and CU Anschutz

Claim your account.

- Go to [My Account](#) ^[10].
- Select "Claim Your PassportID."
- Enter Employee ID, last name, and day and month of birth.
- Follow on-screen instructions to select security questions, and finish claiming account.

Forgot your password? Need to change your password?

- Go to [Identity Self Service](#). ^[11]
- Enter your username and password.
- Click "Sign In" and follow the instructions to reset your information.

Need help?

Help Desk

- **Call:** 303-724-4357 (4-HELP)
- **Email:** UCD-OIT-HelpDesk@ucdenver.edu ^[12]
- **Website:** [Visit the OIT help desk](#) ^[13]
- **Hours:** 7:30 a.m. to 5 p.m. Monday - Friday

CU System

Contact the UIS Service Desk for assistance in claiming your username and resetting your password:

UIS Service Desk

- **Call:** 303-860-4357
- **Email:** help@cu.edu ^[14]
- **Hours:** 7:30 a.m. to 5:30 p.m. Monday - Friday, excluding official university holidays

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits Contact

Source URL: <https://www.cu.edu/employee-services/benefits-enrollment-tool-access-help>

Links

- [1] <https://www.cu.edu/employee-services/benefits-enrollment-tool-access-help>
- [2] <https://oit.colorado.edu/services/identity-access-management/identikey/faq>
- [3] <https://oit.colorado.edu/tutorial/identikey-primary-account-activation>
- [4] https://cuidm.colorado.edu/pwreset/password_reset.html
- [5] <mailto:help@colorado.edu>
- [6] <https://oit.colorado.edu/support/it-service-center>
- [7] https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl?mode=claimaccount
- [8] https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl
- [9] <http://www.uccs.edu/it/get-help.html>
- [10] <https://myaccount.ucdenver.edu/>
- [11] <https://passport.ucdenver.edu/oim>
- [12] <mailto:UCD-OIT-HelpDesk@ucdenver.edu>
- [13] <https://www1.ucdenver.edu/offices/office-of-information-technology/>
- [14] <mailto:help@cu.edu>