The University of Colorado uses multifactor authentication to protect personal information in the portal. It takes two items—your password and your phone—to access sensitive information. This decreases the likelihood that others can access your data, even if they have your password.

**Protected pages**

You will be asked to authenticate your identity only when you try to access the following items
in the CU Resources area of the portal:

- Direct Deposit
- W-2
- W-4
- Phone number
- Additional Information tab in My Info/Personal Details
- Benefits Summary
- Open Enrollment

How to authenticate your identity

Step 1: Log into your employee portal [3].

Step 2: When you try to access a protected page in the portal's CU Resources area, a page like the one below will appear. You will be asked to authenticate your identity.

Step 3: You will have authentication two options: Receive a phone call or receive a text message with a passcode.

Option 1: Receive a phone call
From the Device drop-down menu, select the phone number where you wish to be contacted.

Click the Call Me button.
Answer the call, then press any key on your phone to log in.

The protected page will open.

Option 2: Receive a text message with a passcode

From the Device drop-down menu, select the phone number where you wish to be contacted.
Click the **Enter a Passcode** button.

A blue bar will appear on the screen; press the **Text me new codes** button.
You’ll receive a text message from CU with a passcode.

Enter the passcode and press the Log In button.

The protected page will open.

Need assistance?

Active employees:

- If you are having difficulty using the authentication system due to an incorrect phone number, please contact your department's payroll liaison for assistance. In CU's human resources management tool, HCM, your payroll liaison can add a phone number to your employee record's cellular, campus 1 or campus 2 contact fields.
- For other issues, please email Employee Services at hcm_community@cu.edu. Please include your name, employee ID number, contact information and a description of the problem.

Retirees and non-employees

- If you are having difficulty using the authentication system due to an incorrect or absent phone number, call Employee Services 303-860-4200, option 2, or email hcm_community@cu.edu. Please include your name, contact information and a description of the problem.

Groups audience:
Employee Services

Source URL: https://www.cu.edu/employee-services/mycuedu-security-strengthened-new-authentication-tool

Links
[3] https://my.cu.edu
[4] mailto:hcm_community@cu.edu