

## **AI Resources** <sup>[1]</sup>

**Explore AI tools that enhance productivity at CU—safely, responsibly, and effectively.**

### **What is AI vs Generative AI?**

**AI (Artificial Intelligence):** AI uses algorithms and data to enable computers to perform tasks that usually need human intelligence. It can be narrow (specific tasks) or general (broad capabilities).

**GenAI (Generative AI):** GenAI is a type of AI that creates original content like text, images, or videos based on natural language prompts.

Like all technology, generative AI presents both opportunities and risks. When it comes to privacy, ethics, fairness, and data protection, choosing and using these new tools requires careful thought. The information presented below is subject to change. Users should reference the university's policies and guidance regarding [data classification](#) <sup>[2]</sup> and compliance, information security, privacy, copyright implications and the potential for bias when using AI. Begin by reviewing the [CU System Administration Guidance for AI Tools](#) <sup>[3]</sup> for the Office of Information Security.

**[Go to CU System AI Guidance](#)** <sup>[3]</sup>

### **Approved GenAI Tools for Use with CU Data**

**Summary Review of [AI Guidance](#)** <sup>[3]</sup>:

These tools are reviewed and supported for use with **public and confidential** university data ( **not** highly confidential data).

You can use any available AI tool, such as ChatGPT, as long as you are not giving the tool access to any university data or systems.

You are responsible for the data you input and the output you use.

**The following tools have been approved for CU System Administration use with university data.**

**You are responsible for the data you enter into a tool and the output from AI tools.  
Do not use highly confidential data while using AI tools.**

**Copilot Chat** <sup>[4]</sup>(previously known as Bing Chat) is an AI-powered web chat that can generate content, images, and answers to questions and potentially improve productivity. It is only approved to use through a university Microsoft account and users should use discretion when sharing personal or organizational data.

- **How to access:** The Microsoft Copilot Chat web app can be accessed from Microsoft Edge or Microsoft Bing. Make sure you are logged into your university account and then either:
  - Launch your browser and click the Copilot icon in the upper right-hand corner; or,
  - Go to [copilot.microsoft.com](https://copilot.microsoft.com) and login to begin.

**Copilot for Microsoft 365** <sup>[5]</sup> requires a paid license. It is an AI-powered assistant designed to enhance productivity and streamline workflows within the Microsoft 365 suite. Approved for use with CU public and confidential data.

- **How to access:** Available for license purchase by contacting the [UIS Service Desk](#). <sup>[6]</sup>

**Looking for how to get started with Copilot? Visit the [CU System Connect Copilot page](#) <sup>[7]</sup> for setup and usage tips!**

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**Zoom AI Companion** <sup>[8]</sup> is an intelligent assistant integrated into the Zoom platform, designed to enhance virtual meetings and collaboration. This AI tool can help staff and faculty generate meeting summaries, transcribe conversations, and highlight key points. It can also provide actionable insights, suggest next steps, and assist with scheduling and follow-ups. This feature is available through a CU Zoom account but is not enabled by default. If the host does not enable this feature, it will not be available to anyone in the meeting.

- **How to access:** [Review the UIS Tech Tips blog post on Zoom AI Companion](#) <sup>[9]</sup> for a how-to guide.

**Adobe Firefly** <sup>[10]</sup> is a suite of generative AI tools integrated into Adobe's Creative Cloud, designed to enhance creativity and streamline the creative process. Firefly leverages

advanced AI to generate images, graphics and other visual content from textual descriptions, allowing users to quickly and easily bring their creative visions to life.

- **How to access:** Requires a paid Adobe Creative Cloud license.

**Salesforce Einstein** <sup>[11]</sup> is a set of AI tools that use machine learning, natural language processing and other techniques to analyze data and automate tasks.

- [eComm Resource: AI Writing Tools](#) <sup>[12]</sup>
- [eComm Resource: Einstein for Marketing Cloud](#) <sup>[13]</sup>
- [eComm Resource: Marketing Cloud Einstein video](#) <sup>[14]</sup>
- **How to access:** The Einstein tool is built into the Salesforce platform.

## AI Tools NOT Approved for use with CU data

**Google Gemini** (previously known as Google Bard) is an AI chat service that generates text, translates languages and provides creative content. It was found **not secure** for university data.

**ChatGPT** generates text for answering questions, providing explanations, engaging in conversations, translating languages and more. It was found **not secure** for university data.

Tools that are not approved for use with university data can still be used for simple searches or requests.

## AI Resources

### CU Policies and Procedures

CU has a variety of policies and procedures regarding information technology, information security, data and procurement that may apply to the use of AI tools. CU endeavors to develop policies that apply to a wide range of technologies rather than specific policies about different technologies, which also apply to AI technologies.

### Universitywide policies

- [Information security program policy](#) <sup>[15]</sup>
- [Data governance policy](#) <sup>[16]</sup>
- [Data Governance website](#) <sup>[17]</sup>
- [Data classification](#) <sup>[2]</sup>
- [Collection of personal data from students and customers](#) <sup>[18]</sup>
- [IT procurement processes](#) <sup>[19]</sup>

### CU System Administration policies

- [Use of IT Resources](#) <sup>[20]</sup>

- [Privacy Policy](#) <sup>[21]</sup>

## State Regulations

Under current review: [Senate Bill 24-205 AI Decision Making Tools](#) <sup>[22]</sup>

The new law examines the risk of algorithmic discrimination when using AI tools in the decision-making process, such as higher ed enrollment processes. It also would require that end-users be informed when they are interacting with an AI system.

Enforcement begins Feb. 1, 2026.

UIS anticipates that more state, national and international AI regulations will emerge.

## Campus Resources

[CU Anschutz: Artificial Intelligence](#) <sup>[23]</sup>

[CU Anschutz: AI Opportunities, Risks and Dangers](#) <sup>[24]</sup>

[CU Boulder: Artificial Intelligence](#) <sup>[25]</sup>

[CU Boulder: Guiding Principles for Generative AI in Support of Marketing and Communications](#) <sup>[26]</sup>

[CU Boulder: AI Limitations and Considerations — AI Hallucinations and Bias](#) <sup>[27]</sup>

[CU Boulder Libraries: Generative AI LibGuide](#) <sup>[28]</sup>

[CU Denver: Artificial Intelligence Tools](#) <sup>[29]</sup>

[UCCS: Artificial Intelligence](#) <sup>[30]</sup>

## Other Resources

[Generative AI in a Nutshell — YouTube video](#) <sup>[31]</sup>

[Educause: A Generative AI Primer](#) <sup>[32]</sup>

[Educause: The Basics of AI in Higher Education](#) <sup>[33]</sup>

[Microsoft: Empowering responsible AI practices](#) <sup>[34]</sup>

[US Office of Science and Technology Policy: Blueprint for an AI Bill of Rights](#) <sup>[35]</sup>

## Have questions?

Send an email to [help@cu.edu](mailto:help@cu.edu) <sup>[36]</sup> for AI assistance and questions.

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## Groups audience:

University Information Services

**Sub Title:**

Artificial Intelligence (AI) guidelines and resources for CU System Administration

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**Source URL:**<https://www.cu.edu/uis/ai-resources>

**Links**

[1] <https://www.cu.edu/uis/ai-resources> [2] <https://www.cu.edu/data-governance/resources-support/data-classification> [3] <https://www.cu.edu/service-desk/how-guides/guidance-artificial-intelligence-tools-use> [4] <https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/detail-page/microsoft-copilot> [5] <https://www.microsoft.com/en-us/microsoft-365/copilot/enterprise?> [6] <mailto:help@cu.edu?subject=Purchasing%20Copilot%20M365> [7] <https://cu0.sharepoint.com/sites/CUSystemConnect/SitePages/Microsoft-Copilot.aspx> [8] <https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/detail-page/zoom-ai-companion> [9] <https://www.cu.edu/blog/tech-tips/creating-zoom-meeting-summaries-ai-companion> [10] <https://www.adobe.com/products/firefly.html> [11] <https://www.salesforce.com/ap/products/einstein/faq/> [12] <https://www.cu.edu/blog/ecom-wiki/ai-writing-tools-should-you-use-them-write-emails> [13] <https://view.communications.cu.edu/?qs=dd8528963f1bdb7d2914d3ed13727824232330d0a23d78607a5483177168> [14] <https://www.youtube.com/watch?v=P7DRRpMFnOk> [15] <https://www.cu.edu/ope/aps/6005> [16] <https://www.cu.edu/ope/aps/6010> [17] <https://www.cu.edu/data-governance> [18] <https://www.cu.edu/ope/aps/7003> [19] <https://www.cu.edu/psc/procurement/information-technology-procurement> [20] <https://www.cu.edu/docs/system-administration-information-technology-policy-use-it-resources> [21] <https://www.cu.edu/privacy-policy> [22] [https://leg.colorado.gov/sites/default/files/documents/2024A/bills/2024a\\_205\\_enr.pdf](https://leg.colorado.gov/sites/default/files/documents/2024A/bills/2024a_205_enr.pdf) [23] <https://www.cuanschutz.edu/offices/iss/artificial-intelligence> [24] <https://www.cuanschutz.edu/offices/office-of-information-technology/news-initiatives/cu-anschutz-office-of-information-technology-newsroom-artificial-intelligence-opportunities-risks-and-dangers> [25] <https://www.colorado.edu/information-technology/artificial-intelligence-cu-boulder> [26] <https://www.colorado.edu/strategicrelations/communication-resources/guiding-principles-generative-ai-support-cu-boulder-marketing-and> [27] <https://www.colorado.edu/information-technology/ai-cu-boulder/resources-guidance> [28] <https://libguides.colorado.edu/ai> [29] <https://www.ucdenver.edu/offices/office-of-information-technology/get-help/artificial-intelligence-tools> [30] <https://oit.uccs.edu/artificial-intelligence> [31] [https://youtu.be/2IK3DFHRfw?si=Ns\\_A6xsHq2XwLeOs](https://youtu.be/2IK3DFHRfw?si=Ns_A6xsHq2XwLeOs) [32] <https://er.educause.edu/articles/2023/8/a-generative-ai-primer> [33] <https://library.educause.edu/topics/infrastructure-and-research-technologies/artificial-intelligence-ai> [34] <https://www.microsoft.com/en-us/ai/responsible-ai> [35] <https://www.whitehouse.gov/ostp/ai-bill-of-rights/> [36] <mailto:help@cu.edu?subject=AI%20Assistance>