Continuing and Professional Education
SCHOOL OF EDUCATION & HUMAN DEVELOPMENT
UNIVERSITY OF COLORADO **DENVER**

Continuing and Professional Education
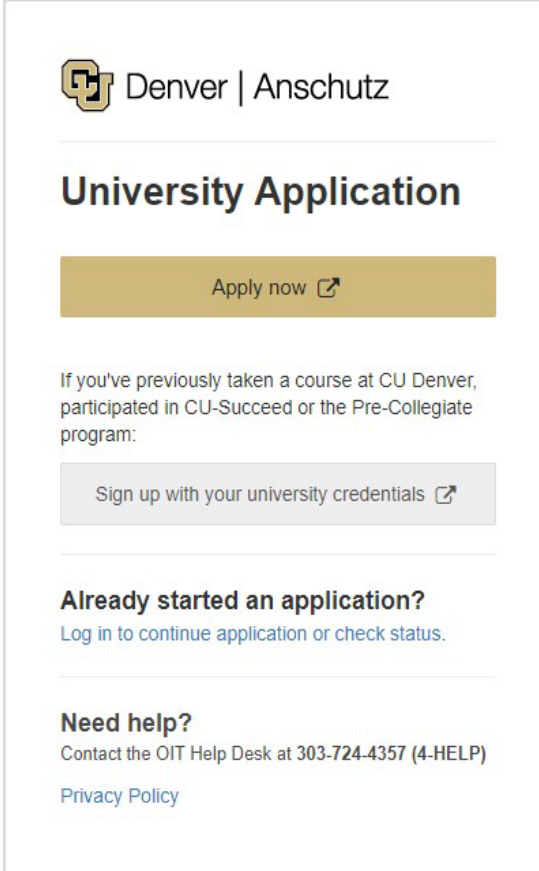1380 Lawrence Street
Denver, CO 80204

Step 1: Submit a Graduate Continuing and Professional Education Application

Tips before you start:

- We recommend using Google Chrome
- Allow pop-ups
- Clear your cache

Apply to become a CU Denver student – you will only need to do this once.

1. Submit a Graduate Continuing and Professional Education Application.

   o Select "Apply Now."

      ▪ If you have an existing application account, but have not taken a CPE course, please "sign up with your university credentials" and "start a new application." See page 4.

      ▪ If you are a current CU Denver student, you can skip this process and register for the course through UCDAccess.

Denver | Anschutz

University Application

Apply now

If you've previously taken a course at CU Denver, participated in CU-Succeed or the Pre-Collegiate program:

Sign up with your university credentials

Already started an application?
Log in to continue application or check status.

Need help?
Contact the OIT Help Desk at 303-724-4357 (4-HELP)

Privacy Policy

2. You will need to answer a few questions to create an account. Passwords must meet the following criteria:

University of Colorado Denver | Anschutz Medical Campus

Create account

First Name

First name

Last Name

Last name

Email Address

Email address

Repeat Email Address

Repeat Email address

Cell Phone Number

111-111-1111 or international

This number will be used to text you a code if you need to reset your password.

Password ❓

Password

Birth Month
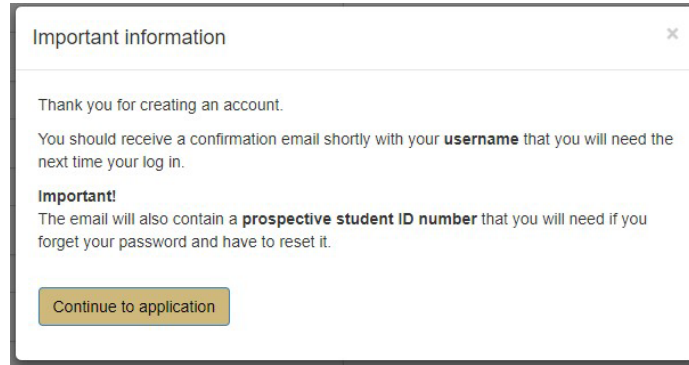
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Birth Day

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I'm not a robot — reCAPTCHA — Privacy - Terms
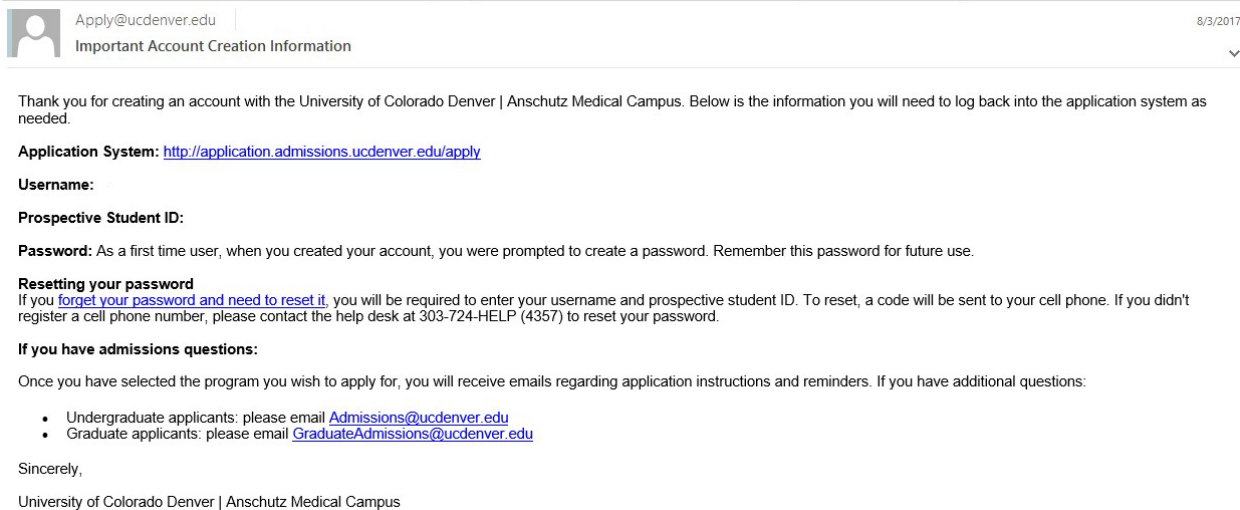
Create account

Password policy

- Password must be at least 8 character(s) long.

- Password must contain characters from at least three out of following five categories : Uppercase alphabetic characters (A-Z), Lowercase alphabetic characters (a-z), Numerals (0-9), Non-alphanumeric characters (for example: !, $,#, or %), Unicode characters.

- Password must not contain first name or last name when their length is larger than 2 or the characters < " ; = & \> |.

Important! Make sure you remember your password – you will need it in order to register for courses.

3. Next, you will receive this pop-up window and an email. Select "**Continue to application**":

Important information ✕

Thank you for creating an account.

You should receive a confirmation email shortly with your **username** that you will need the next time your log in.

Important!
The email will also contain a **prospective student ID number** that you will need if you forget your password and have to reset it.

[Continue to application]

Sample Email:

Apply@ucdenver.edu
Important Account Creation Information   8/3/2017

Thank you for creating an account with the University of Colorado Denver | Anschutz Medical Campus. Below is the information you will need to log back into the application system as needed.

Application System: http://application.admissions.ucdenver.edu/apply

Username:

Prospective Student ID:

Password: As a first time user, when you created your account, you were prompted to create a password. Remember this password for future use.

Resetting your password
If you forget your password and need to reset it, you will be required to enter your username and prospective student ID. To reset, a code will be sent to your cell phone. If you didn't register a cell phone number, please contact the help desk at 303-724-HELP (4357) to reset your password.

If you have admissions questions:

Once you have selected the program you wish to apply for, you will receive emails regarding application instructions and reminders. If you have additional questions:

- Undergraduate applicants: please email Admissions@ucdenver.edu
- Graduate applicants: please email GraduateAdmissions@ucdenver.edu

Sincerely,

University of Colorado Denver | Anschutz Medical Campus

Note: You do not need to retrieve the email in order to continue to the application. You can simply press "Continue to application" and check the email after. However, if you close your browser, you will need to use the email to sign back in and continue the application. If you cannot find the email in your inbox, be sure to check your junk/spam inbox. The email will come from Appy@ucdenver.edu.

4. After clicking continue to application, you will be taken to the main application page. Select "**Start New Application**."

5. Once you select "Start New Application," A pop-up window to select an application type will appear: Please select **Continuing and Professional Education** from the drop down. Then, "Create Application."
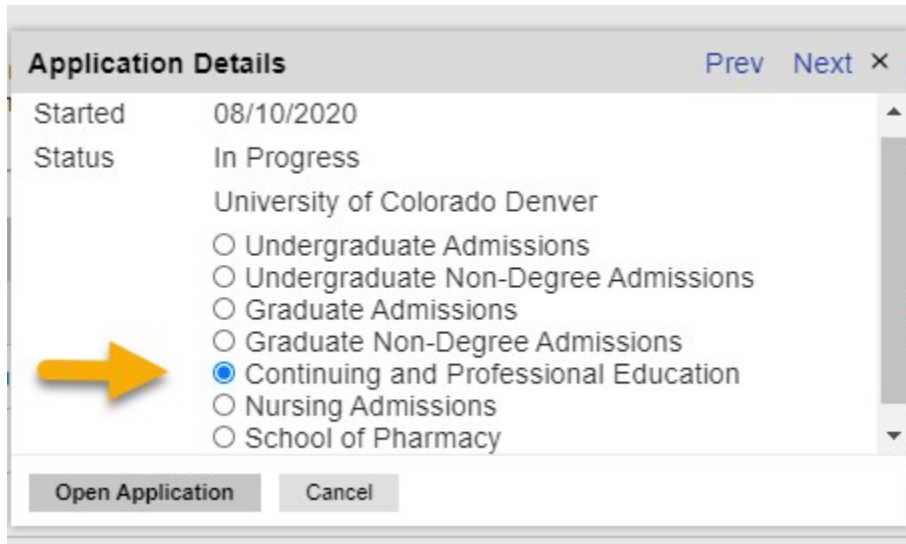
6. Next, a pop-up window for Application Details will appear. Select **Continuing and Professional Education**. Then, click "**Open Application.**"

7. In the Welcome section, please select the following:
   a. Are you applying for a School of Education and Human Development certificate? Select **Yes**
   b. Select the certificate: **Graduate Certificate in Digital Teacher Librarian**
   c. Term: Select the admit term using the drop down. The admit term should match the term you are registering for your credit.

8. Complete all sections of the application:
- Biographic Info
- Add'l Biographic
    - The SSN information can be left blank, if you do not have one.
- Academic Info
- Signature
- Review

9. **Submit application** once all sections are complete.

NOTES:

- Our Continuing and Professional Education Application does not have an application fee. If the application is prompting you to pay an application fee, then you are in the wrong application.

- Please keep an eye on your inbox (including junk/spam mail) for emails from the University of Colorado Denver (CU Denver). Their university username will be sent to the email address listed on their application. It can take 24 – 48 hours for the application and student system to sync, so students may need to wait to register. Once the system syncs, you will receive an email with your 9-digit CU Denver student ID number. Once that is issued, you can install DUO Security and register for courses.

CU Continuing and Professional Education
SCHOOL OF EDUCATION & HUMAN DEVELOPMENT
UNIVERSITY OF COLORADO **DENVER**

Step 2: Install and Register for DUO Security

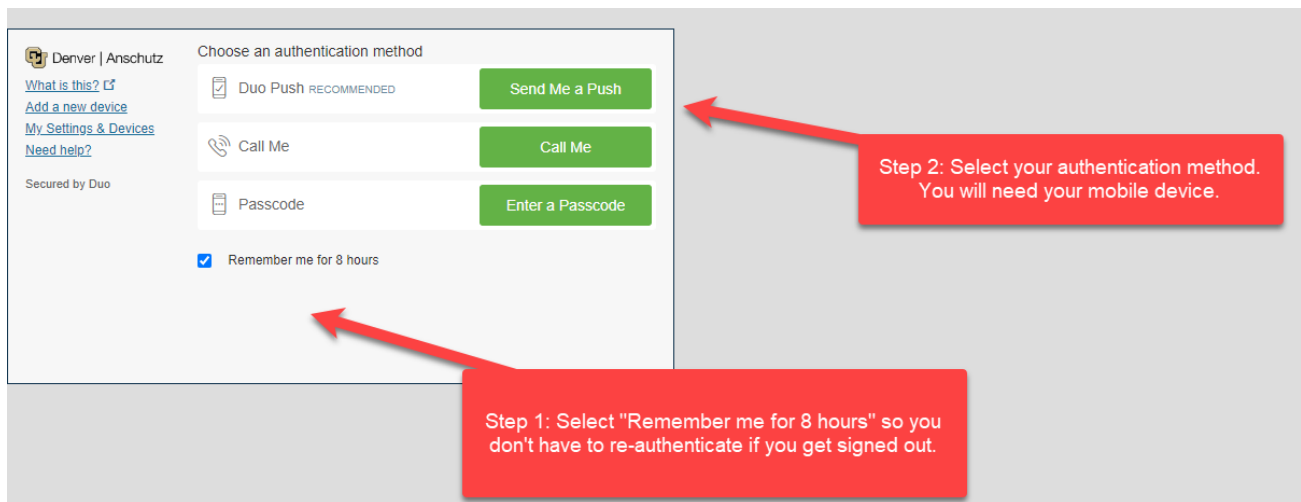2a. **Download the Duo app** on your preferred mobile device. OIT **highly recommends** doing this on your smartphone.

2b. **Register for Duo** from your laptop or desktop computer.

What is DUO Security?

Duo is a multi-factor authentication (MFA) security system that ensures safety of personal information as well as university data.   For full details, go to OIT Student Tools and Services.

Employees and students will be asked to authenticate using the university Duo multi-factor app upon login to the CU Resources site. **Be sure to have the Duo authenticator you registered in hand (either your mobile device or landline phone) when entering the portal.** OIT highly recommends using the Duo Mobile app on your phone and selecting the Duo Push option for authenticating – it is a quick and easy method.

Authentication tip:

Need help logging in*? Contact CU Denver's* **Office of Information Technology (OIT)**

(?)   **Questions? Email us at** juliane.shindo@ucdenver.edu

Use the email subject line: DTL Certificate
Please include your first and last name, and your CU student ID (if known) in your email.