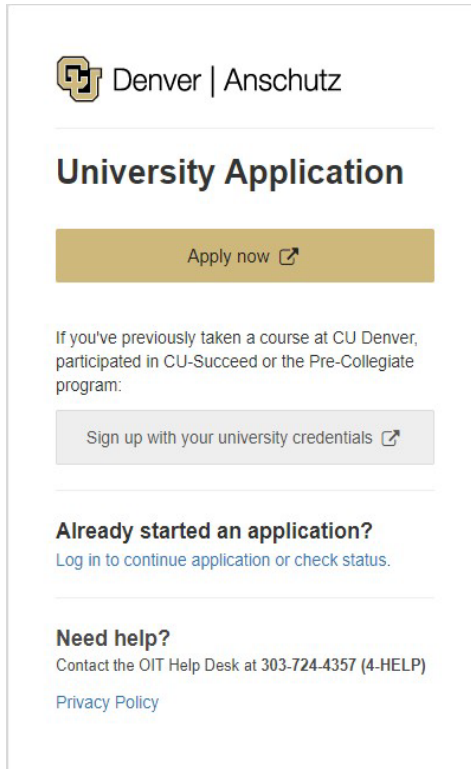# Undergraduate Continuing and Professional Education (CPE) Application

Tips before you start:

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

Step 1: Apply to become a CU Denver student.

1. Submit an Undergraduate Continuing and Professional Education Application.

   o Select "Apply Now" – you will only need to do this once.

   - 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 took a LivedX course before, you can skip this process and enroll in your course through UCDAccess.

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

--

Birth Day

--

[ ] 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.

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

Continuing and Professional Education
1380 Lawrence Street
Denver, CO 80204

3. Next, you will receive this pop-up window and an email. Select "**Continue to application**":
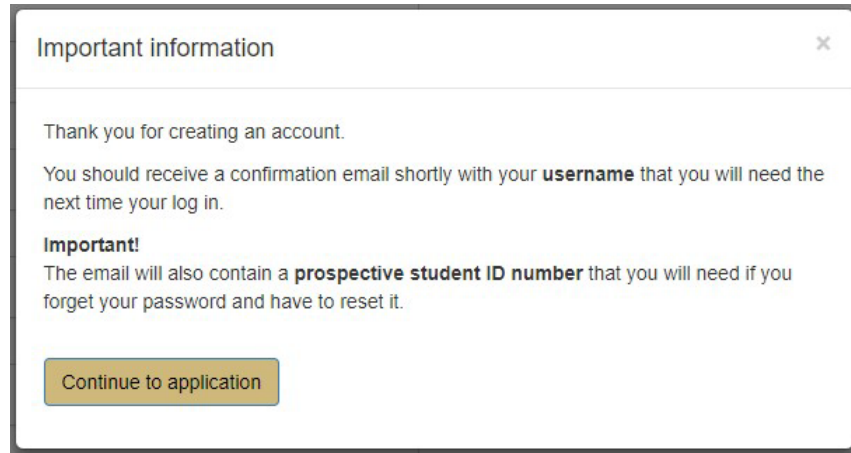
Sample Email:
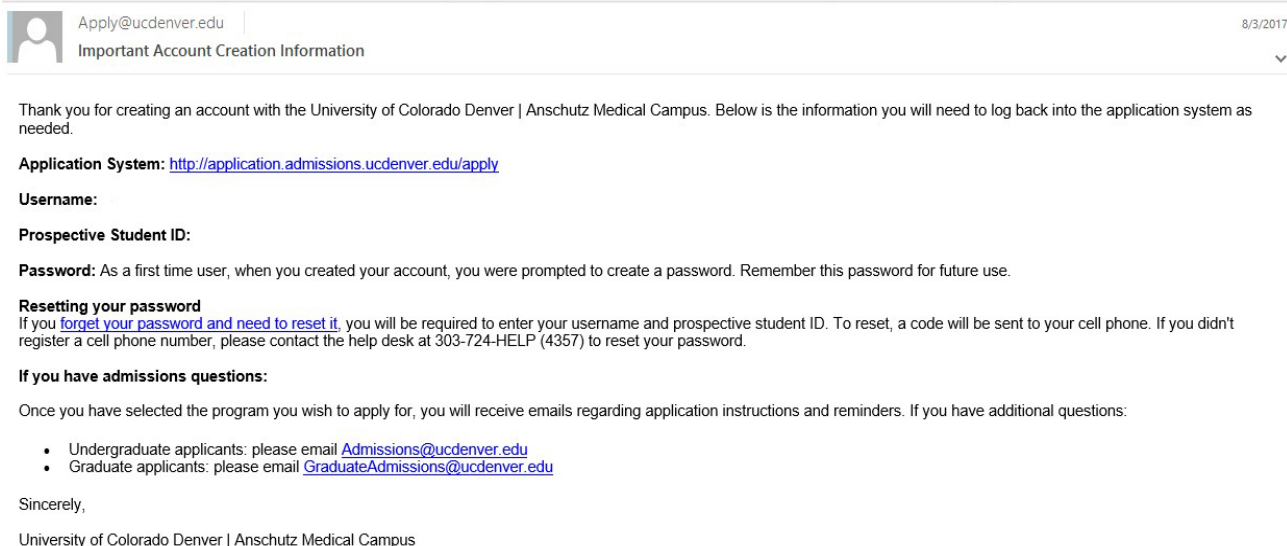
Note: You do not need to retrieve the email in order to continue to the application. You can simply press "Continue to application" and check the email after. However, if you close your browser, you will need to use the email to sign back in and continue the application. If you cannot find the email in your inbox, be sure to check your junk/spam inbox. The email will come from Appy@ucdenver.edu. Also, you will likely need to install DUO Security to log back into the CU portal. To learn more how to install and register for DUO Security, please go to page 7 of this handout.

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

Applying to the University of Colorado Denver | Anschutz Medical Campus

You can access applications for a number of programs offered at CU Denver and CU Anschutz Medical Campus. You can either create a new account to start an application or continue an application in progress. This online application process serves:

- Graduate applicants
- Undergraduate applicants
- Non-degree Graduate applicants
- Non-degree Undergraduate applicants
- Continuing and Professional Education applicants
    - ESL Academy applicants: select the *Continuing and Professional Education* application or click here for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for Returning Users.

Your Applications			
Type	Status	Started	Submitted

You have not yet started an application using this account.

Start New Application

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."
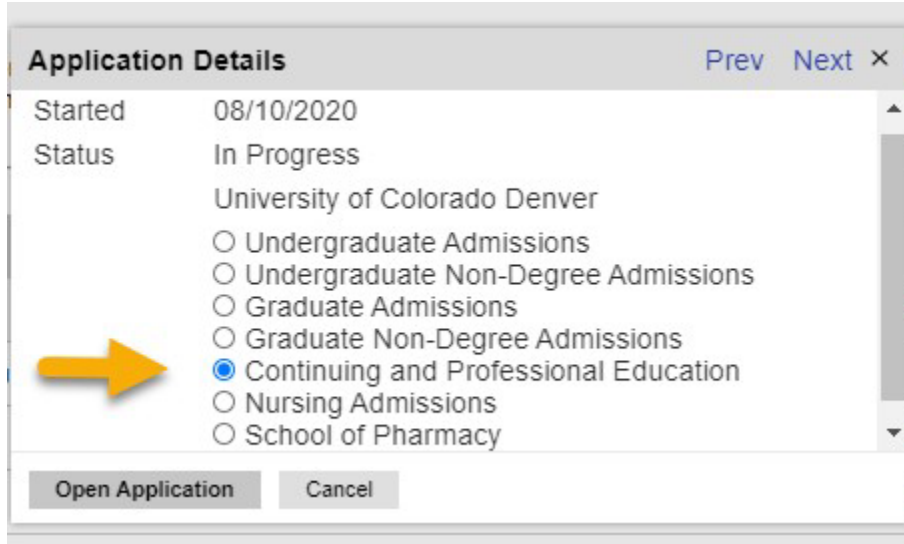
Start New Application ✕
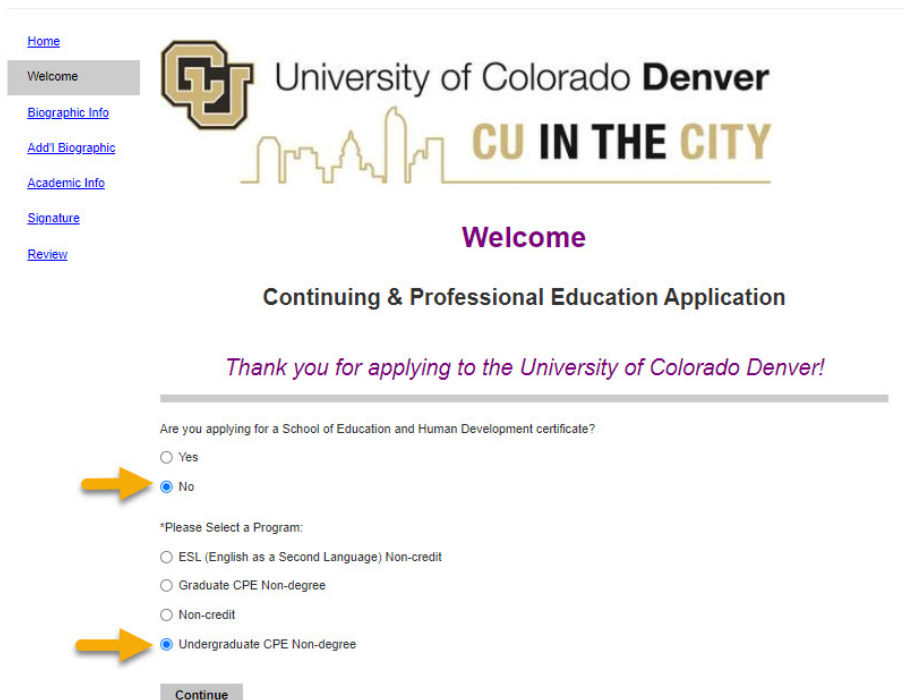
Select an application type:

University of Colorado Denver

School of Pharmacy
Undergraduate Admissions
Undergraduate Non-Degree Admissions
Graduate Admissions
Graduate Non-Degree Admissions
Continuing and Professional Education

Create Application   Cancel

6. Next, a pop-up window for Application Details will appear. Select **Continuing and Professional Education**. Then, click "**Open Application.**"
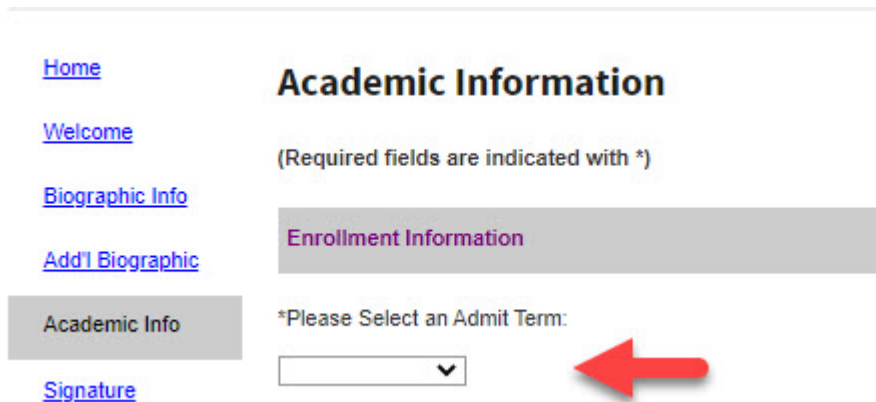

7. In the Welcome section, please select the following:
   a. Are you applying for a School of Education and Human Development certificate? Select **No**
   b. Select a Program: Select **Undergraduate CPE Non-degree**

8. Complete all sections of the application:
- Biographic Info
- Add'l Biographic
    - The SSN information can be left blank, or you may add 0's.
- Academic Info
- o Admit Term: **Select an admit term using the drop down.**
    Note: The admit term should match the term you are registering for your LivedX credit. If you are not sure what your admit term is, please contact us at cpe@ucdenver.edu.

Home	**Academic Information**
Welcome	(Required fields are indicated with *)
Biographic Info	
Add'l Biographic	**Enrollment Information**
Academic Info	*Please Select an Admit Term:
Signature	⬅

- Signature
- Review

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

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 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 register for courses.

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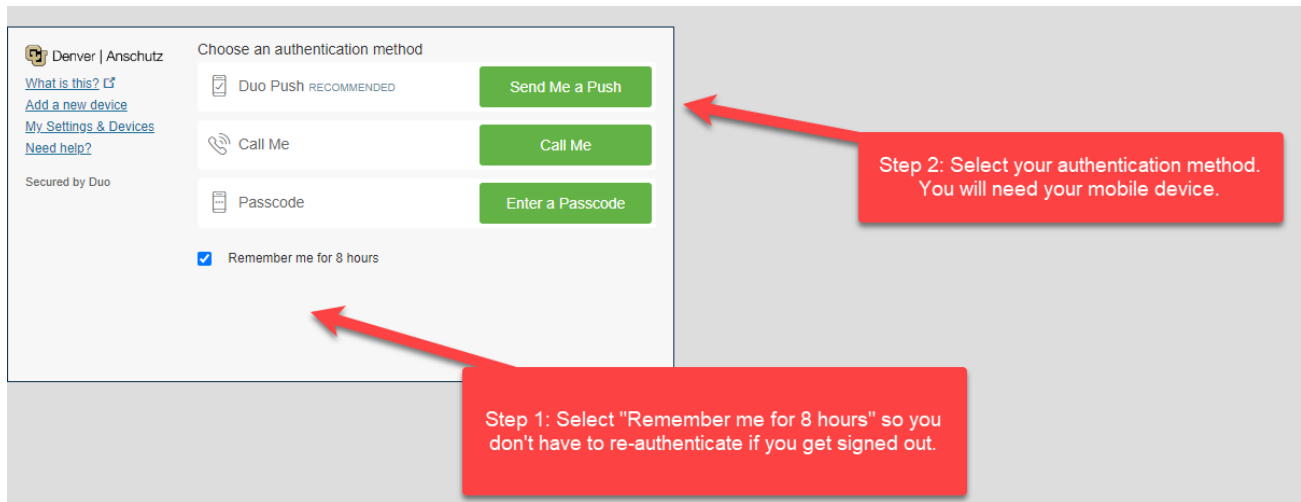
2b. **Register for Duo** from your laptop or desktop computer.

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 or with DUO? Please contact CU Denver's **Office of Information Technology (OIT)**

Questions? Email us at CPE@UCDENVER.EDU
Use the email subject line: LivedX
Please include your first and last name, and your CU student ID (if known) in your email.