



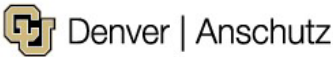
## **Step 1: Submit a Graduate Continuing and Professional Education Application**

### **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](#).
  - 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](#).



## 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

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**First Name**


**Last Name**


**Email Address**

**Repeat Email Address**

**Cell Phone Number**


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

**Password** 



**Birth Month**

**Birth Day**

☐ I'm not a robot 

reCAPTCHA  
Privacy - Terms

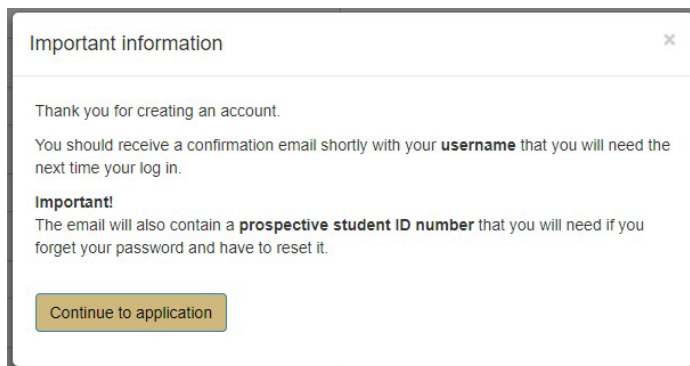
Create account

### Password policy

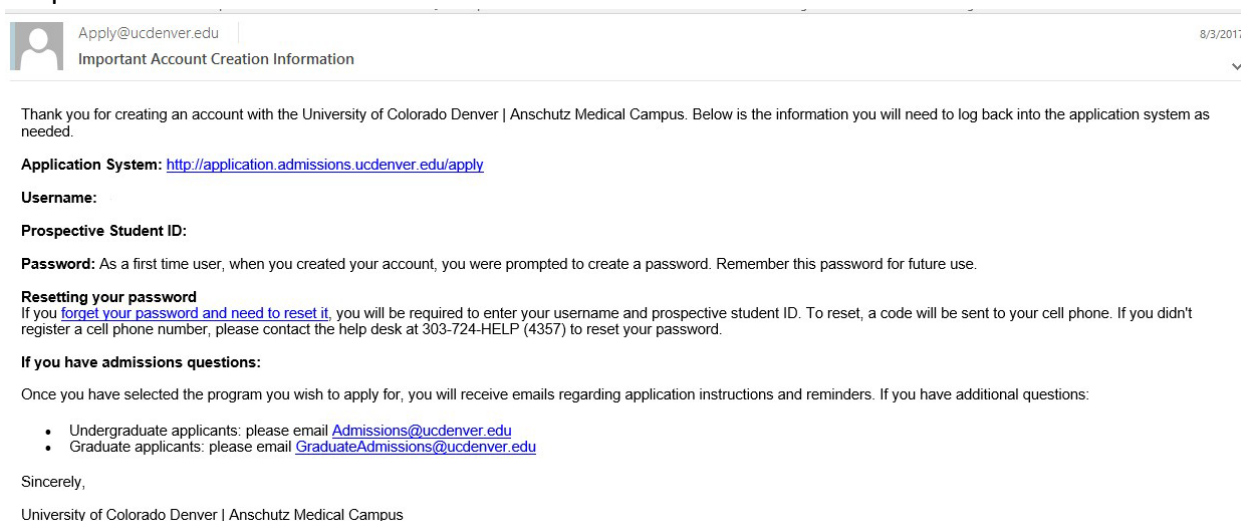
- Password must be at least 8 character(s) long.
- Password must contain characters from at least three out of following five categories : Uppercase alphabetic characters (A-Z), Lowercase alphabetic characters (a-z), Numerals (0-9), Non-alphanumeric characters (for example: !, \$, #, or %), Unicode characters.
- 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.**

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 [Apply@ucdenver.edu](mailto:Apply@ucdenver.edu).



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](#)

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**.”

**Application Details** Prev Next X

Started 08/10/2020

Status In Progress

University of Colorado Denver

☐ Undergraduate Admissions

☐ Undergraduate Non-Degree Admissions

☐ Graduate Admissions

☐ Graduate Non-Degree Admissions

☒ Continuing and Professional Education

☐ Nursing Admissions

☐ School of Pharmacy

Open Application Cancel

7. In the Welcome section, please select the following:
- Are you applying for a School of Education and Human Development certificate? Select **No**
  - Select a Program: Select **Graduate CPE Non-degree**
  - Admit Term: Select the admit term using the drop down.
- Note: The admit term should match the term you are registering for your credit.

[Home](#)

[Welcome](#)

[Biographic Info](#)

[Add'l Biographic](#)

[Academic Info](#)

[Signature](#)

[Review](#)

**University of Colorado Denver**

**CU IN THE CITY**

**Welcome**

**Continuing & Professional Education Application**

*Thank you for applying to the University of Colorado Denver!*

Are you applying for a School of Education and Human Development certificate?

☐ Yes

☒ No

\*Please Select a Program:

☐ ESL (English as a Second Language) Non-credit

☒ Graduate CPE Non-degree

☐ Non-credit

☐ Undergraduate CPE Non-degree

If you do not see a term available, the program is not currently accepting applications.

Term

Continue



**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.



## 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:

The screenshot shows the Duo authentication interface. On the left, there are links: 'What is this?', 'Add a new device', 'My Settings & Devices', and 'Need help?'. Below these is 'Secured by Duo'. The main section is titled 'Choose an authentication method' and has three options: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, 'Call Me' with a 'Call Me' button, and 'Passcode' with an 'Enter a Passcode' button. At the bottom, there is a checkbox labeled 'Remember me for 8 hours' which is checked. Two red callout boxes with arrows point to specific elements: one points to the 'Remember me for 8 hours' checkbox and contains the text 'Step 1: Select "Remember me for 8 hours" so you don't have to re-authenticate if you get signed out.'; the other points to the 'Duo Push' option and contains the text 'Step 2: Select your authentication method. You will need your mobile device.'

Need help logging in? Contact CU Denver's [Office of Information Technology \(OIT\)](#)



Questions? Email us at [juliane.shindo@ucdenver.edu](mailto: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.



## Continuing and Professional Education

SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

UNIVERSITY OF COLORADO **DENVER**

Continuing and Professional Education

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