Welcome to CU Succeed!

CU Succeed provides you with a central location to connect to the people and services that can help you finish what you start – all accessible from the side navigation menu of your CU Succeed Home page.

Log in to your CU Succeed Home page here.

The navigation menu includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors, advisors, or counselors. CU Succeed can also help you manage the steps you need to take to stay on track and meet your goals.

Here are three great ways to get started:

1. **Set up your profile**
   Make it easier for your instructors and advisors to get to know you and stay in contact.

2. **Connect to people and services that can help you**
   Use your personalized My Success Network and Courses channels for quick access to contact information, appointment scheduling, and course help.

3. **Stay on track**
   Use the Upcoming tab to keep track of upcoming appointments, and your personalized Dashboard and Messages to see notifications and recommendations from your instructors.

Not sure what you need?
Browse the Services Catalog or use the Raise Your Hand option if you can’t find what you’re looking for through your personalized channels.
Set up your Profile

Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails.

1. Open the navigation menu by clicking on the “hamburger menu” at the top left, and then click your name, and then Edit Profile to open your profile.

From here, you can customize your profile by setting appointment reminders and adding an alternate email address for receiving CU Succeed emails.

Connect to people and services that can help you

The My Success Network and Courses channels display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service web sites and online appointment scheduling.
Messages

Select **Messages** to display messages sent to you in CU Succeed. Click on any message in the list to display the full contents of that message.

My Success Network

Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed, you will find contact information, supporting websites, and, if online scheduling is enabled, a link to **Schedule Appointment**. If a service includes a waiting room for walk-in appointments, you can click the “Waiting Room” link to find out how many students are currently in line.

The services that are most relevant to you are displayed first. Select **Show Other Services** at the bottom of the page to see additional services.
Courses
Select Courses from the side navigation menu to display information about courses you are enrolled in as well as contacts and available support related to each. Like the My Success Network channel, it is personalized to show the people and services specific to the courses you are taking, and gives you the ability to Schedule Appointment or Request Help related to a course.

1. Click the Help icon (.DateTime) link in the upper, right corner next to any of the courses in which you are currently enrolled.

2. This will bring up the Raise Your Hand form. Select the Type of help needed from the drop-down menu and give specific Details on how staff can assist you.

3. Click the Submit button to submit your request when you are finished.

Make an Appointment
1. From the My Success Network, click the three dots beside the name of the person you want to schedule an appointment with, and then select Schedule.

For Services where appointments are available, select Schedule for the desired service.

Or, from the Courses channel, select Schedule Appointment below the contact information for the desired person or service.
2. Select the type of appointment you want to schedule and choose a reason from the list.

![Example of selecting a teaching appointment](image)

3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

![Example of date and time selection](image)

4. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.

![Example of adjusting details and adding description](image)

5. Click Confirm to finish scheduling the appointment. You will get an email with the appointment details and the appointment will be listed on the Upcoming tab.
Change an Appointment

On the Upcoming tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration, when available. You can cancel the appointment by clicking the ellipsis and selecting Cancel appointment.

Stay on track
Dashboard

Your Dashboard also displays your schedule/calendar to help you plan your week. The Notifications on your Dashboard highlights items that require your attention and may include alerts related to your class work, recommended referrals to campus support offices to help you succeed, and Kudos from your instructors.

Plans

The Plans channel will display any customized success plans created for you by your advisor. These plans contain specific tasks with due dates. Click the View Details button associated with a plan to display a printable version of the plan.

Not sure what you need?

Request Help

Select Raise Your Hand from the navigation menu or the Dashboard to ask for assistance. You will be asked to provide additional information such as the type of help you are requesting, the related course (if applicable), and a description.
We encourage you to make your description as detailed as possible to ensure you get the appropriate help needed. Click Submit to submit your request when done.

Frequently Asked Questions

What if I don’t see anyone listed in My Success Network?

Your specific advisors or counselors might not be assigned yet. Check back later or contact your institution’s help desk for additional assistance.

What if I need more help?

For technical issues, Raise Your Hand using the Computer, WIFI, Internet Access Issues option. For questions regarding a flag, please contact your instructor or advisor.