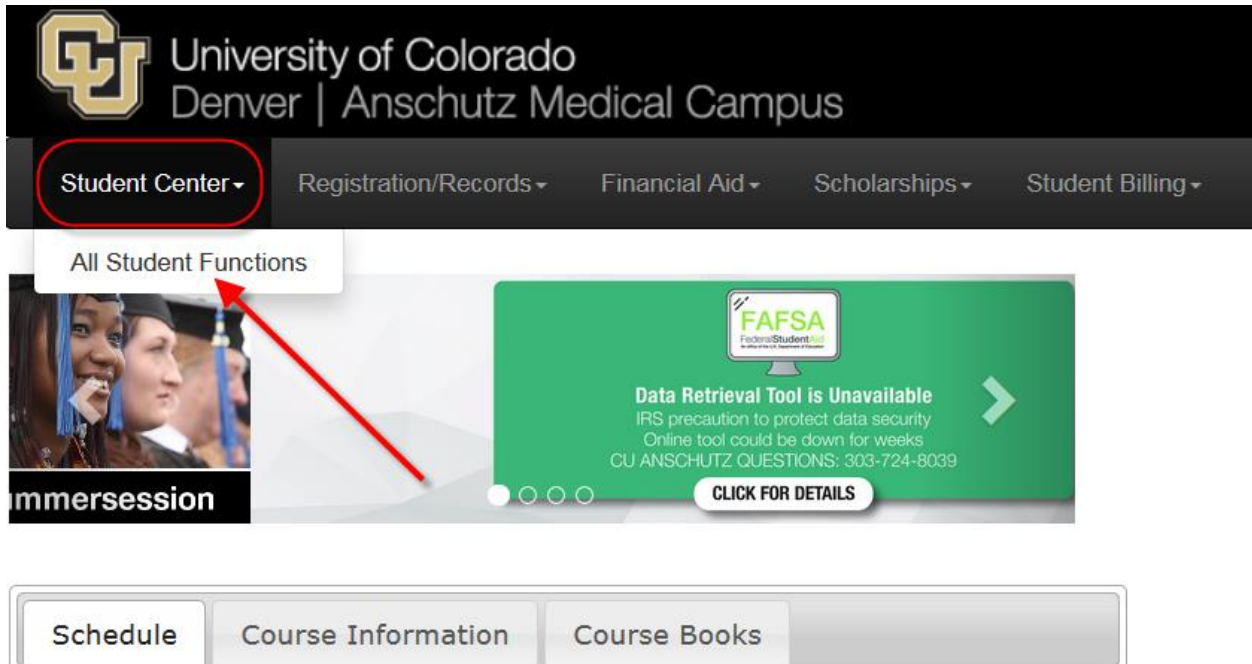**College Opportunity Fund: How to Authorize your COF Stipend**
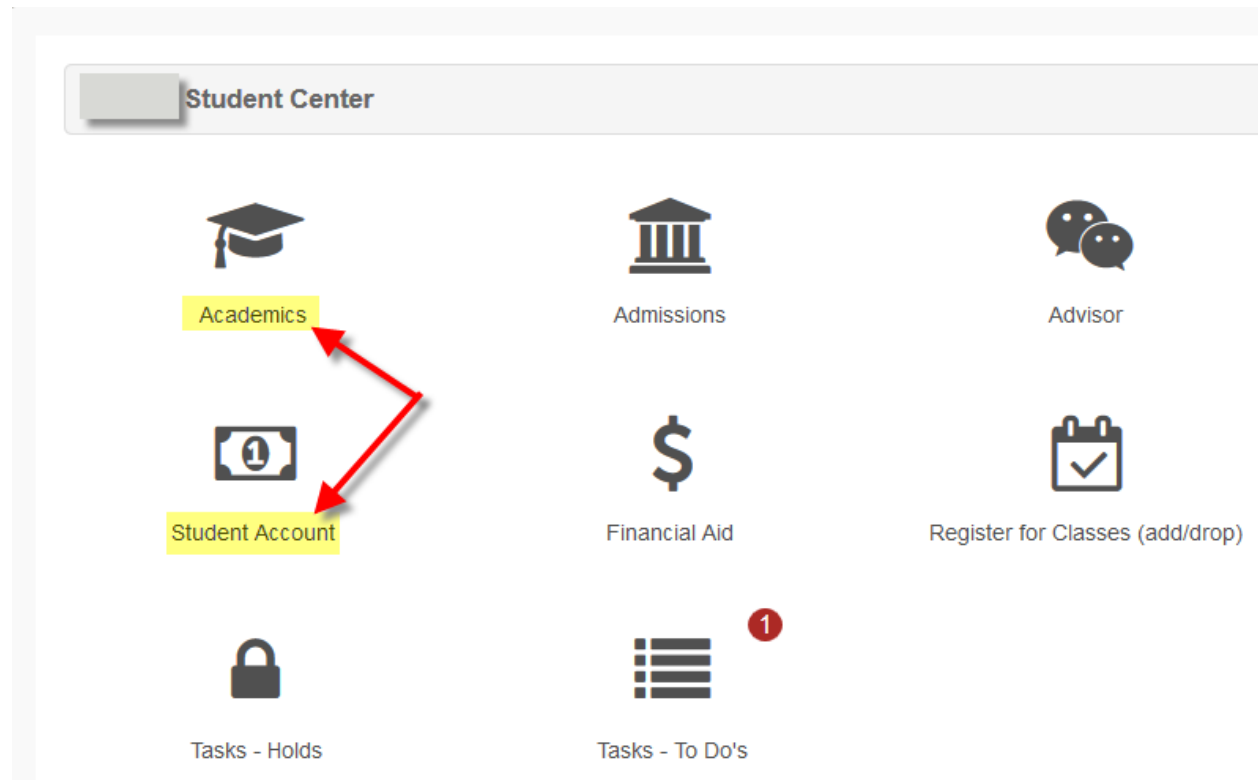
1. Log into your portal and navigate to Student Center>All Student Functions on the left hand side of the screen:

Accessing the COF Authorization Page
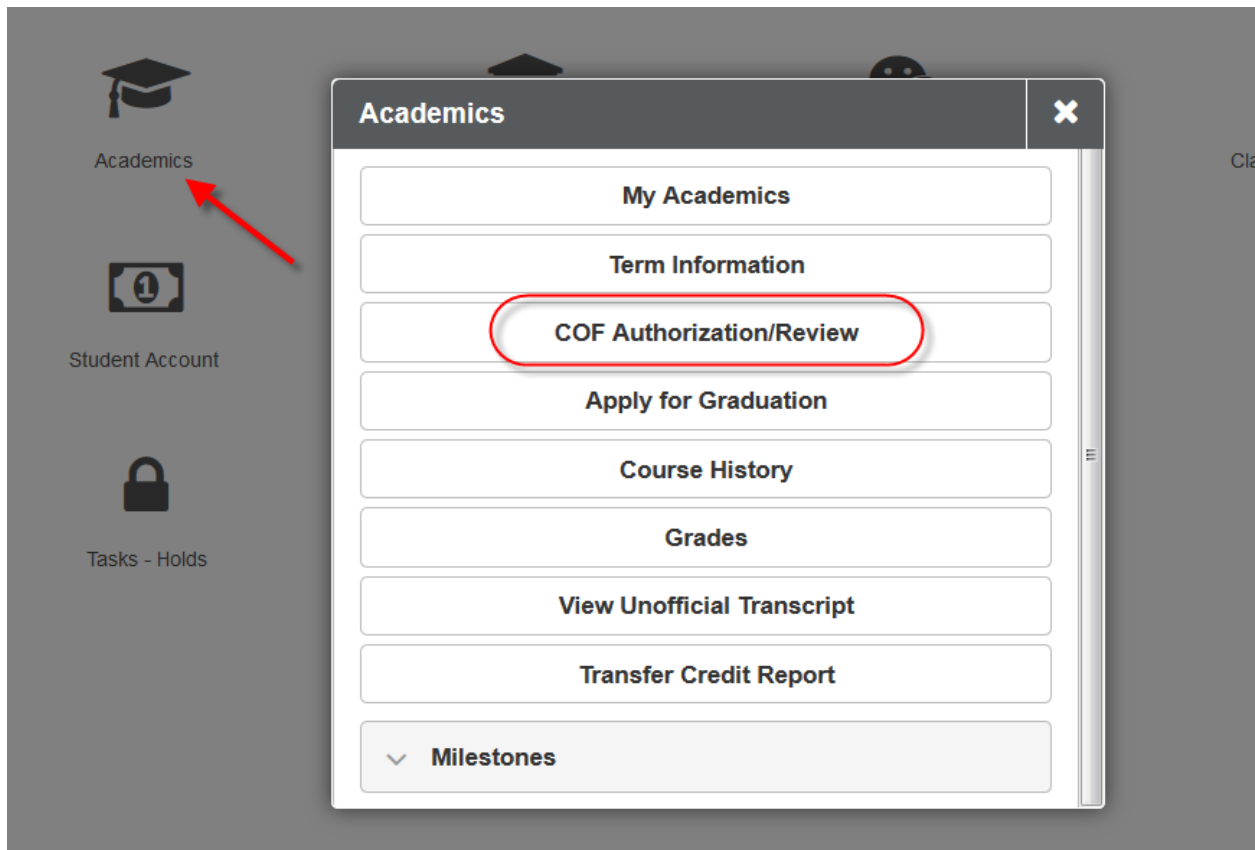
Once the student has navigated to "All Student Functions" there 2 ways to access the COF Authorization Page:

- Academics
- Student Account

Accessing via "Academics"

Click on Academics> Click on COF Authorization/Review:

COF Authorization/Review Page

COF Authorization page will state the student's name at the top left of the window.

A message will be displayed to the student defining the student's COF Status.

- If student has **previously authorized COF** you will see the following message:

COF Authorization/Review   **Return To Institution Selection**

Student Name ◄

☰ Menu

Our records show that you have selected the COF Lifetime Authorization option. If you wish to make a change to this and either authorize on a term-by-term basis OR refuse authorization (and if you choose this option, you will be required to pay full tuition for the term indicated, with no credit to your bill from COF), click on the "Update Authorization" link below to make changes. NOTE: Continuing Education and Extended Studies classes are NOT eligible for COF stipend.

If the box is "Unchecked" this indicates that the student did not apply for the stipend OR Information in CU's Systems differ from what the COF Systems have on file for the student.

☑ Applied for COF?:   **A "checked" box indicates that the student has applied for the COF Stipend**

Pre Baccalaureate Statistics

☐ Nearing Lifetime Max?:   **Each Undergraduate Student will be given 145.00 credit hours to use towards an Undergraduate degree.**

Lifetime Maximum   145.00 ◄

Total Hours Used

Last Inquiry Date

- If the student has **not yet applied for COF**, the following message will be displayed:

COF Authorization/Review

Student Name ◄

☰ Menu

Only in-state undergraduate students are eligible for the College Opportunity Fund. For more information on COF eligibility, please go to **https://www.cu.edu/ums/cof/faq.html** .

NOTE: If you are a new student and you are COF eligible, you cannot authorize COF at this time but will be able to do so prior to the start of the semester, so please check back later when you are eligible to register. If you believe you are COF eligible, and you have not yet applied for COF, you must submit an application at **https://cof.college-assist.org**.

Authorizing COF for Continuing Students

For students who have authorized COF prior to attending CU or from a sister CU campus, the following information will be displayed:

- Notification of previous COF Authorized options
- How many total COF hours have been used previously
    - Hours used at sister campus
    - Hours used at previous institutions

COF Authorization/Review	Return To Instituti

Our records show that you have selected the COF Lifetime Authorization option. If you wish to make a ch this and either authorize on a term-by-term basis OR refuse authorization (and if you choose this option, required to pay full tuition for the term indicated, with no credit to your bill from COF), click on the "Updat Authorization" link below to make changes. NOTE: Continuing Education and Extended Studies classes eligible for COF stipend.

☑ Applied for COF?:

Pre Baccalaureate Statistics

☐ Nearing Lifetime Max?:

Lifetime Maximum	145.00	
Total Hours Used	58.00	**If the student has applied the stipend in previous terms OR has applied the stipend at a different Institution, the hours used will be reported here.**
Last Inquiry Date	02/21/2017	

To Authorize/Confirm Authorization

To access the terms you would like to authorize:

- Using the scroll bar to the right of the window
  - Scroll down until you see the terms listed with "Update Authorization"

☑ Applied for COF?:

Pre Baccalaureate Statistics

☐ Nearing Lifetime Max?:

Lifetime Maximum	145.00
Total Hours Used	58.00
Last Inquiry Date	02/21/2017

Scroll down to access the list of terms the student has the ability to authorize the COF Stipend.

Post Baccalaureate Statistics

☐ Nearing Lifetime Max ?:

Lifetime Maximum	
Total Hours Used	
Last Inquiry Date	

TERM	TERM ELIGIBLE	COF TERM AUTHORIZATION	ENROLLED HOURS	COF ELIGIBLE HOURS	STIPEND AMOUNT	UPDATE AUTHORIZATION
Fall 2017	Eligible	Lifetime Authorization	15.00			Update Authorization

TERM	TERM ELIGIBLE	COF TERM AUTHORIZATION	ENROLLED HOURS	COF ELIGIBLE HOURS	STIPEND AMOUNT	UPDATE AUTHORIZATION
Fall 2017	Eligible	Lifetime Authorization	15.00			Update Authorization
Summer 2017	Eligible	Lifetime Authorization	3.00	3.00	225.00	Update Authorization
Spring 2017	Eligible	Lifetime Authorization	15.00	15.00	1125.00	Update Authorization
Fall 2016	Eligible	Lifetime Authorization	15.00	15.00	1125.00	
Summer 2016	Eligible	Lifetime Authorization	0.00			

Click on the available hyperlinks to access the ability to authorize for the term.

3 Steps to Authorization of COF Stipend

Step 1:

Choose which type of Authorization you want COF Stipend Applied

- **Lifetime Authorization** – Authorize once for duration
- **Term Authorization** – Student must remember to authorize COF Stipend every term
- **Refused Authorization** – COF Stipend will not be applied and student cannot appeal to have the stipend applied once the term has closed

Step 2:

Once the student has chosen the best option for them, they will need to click on "Submit" to advance.

Step 3:

Once the student's authorization has been submitted, the student will receive a confirmation message that their "COF Authorization" was either successful or was denied. From this screen the student can navigate to enrolling into courses OR they can access other functionalities by clicking the "Menu" button.
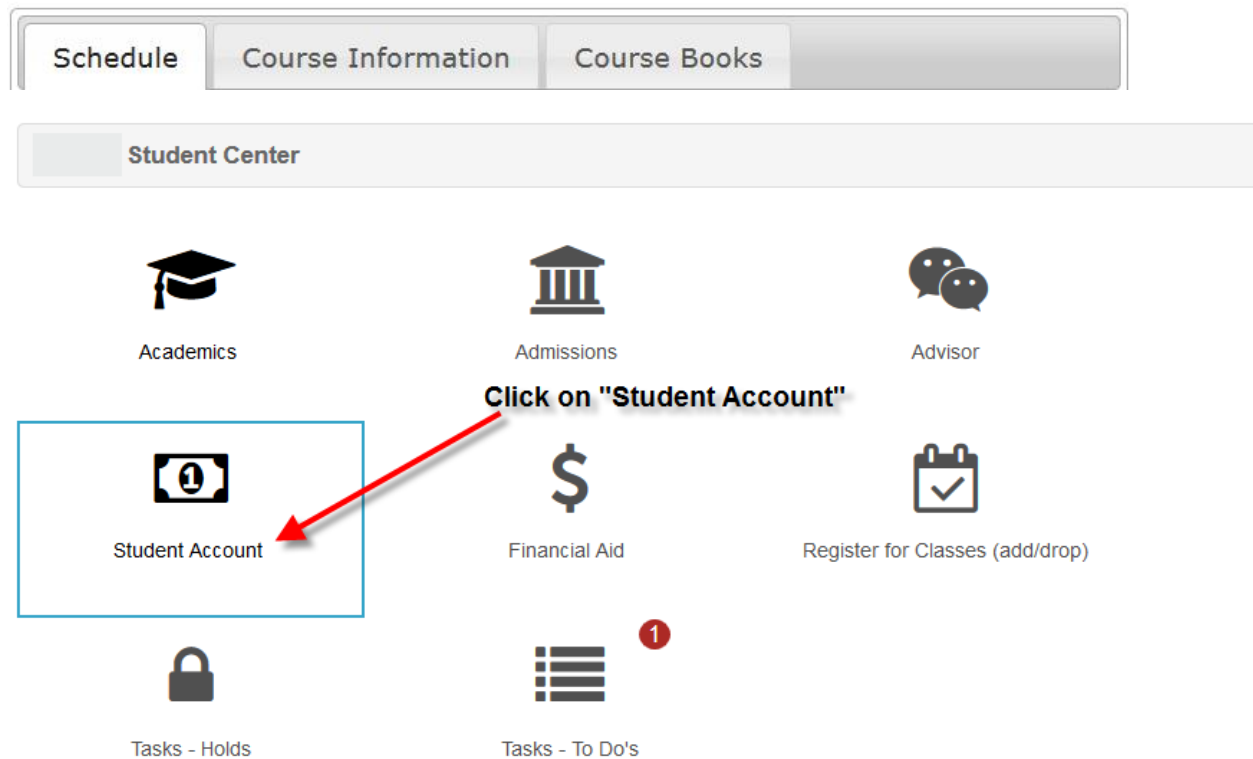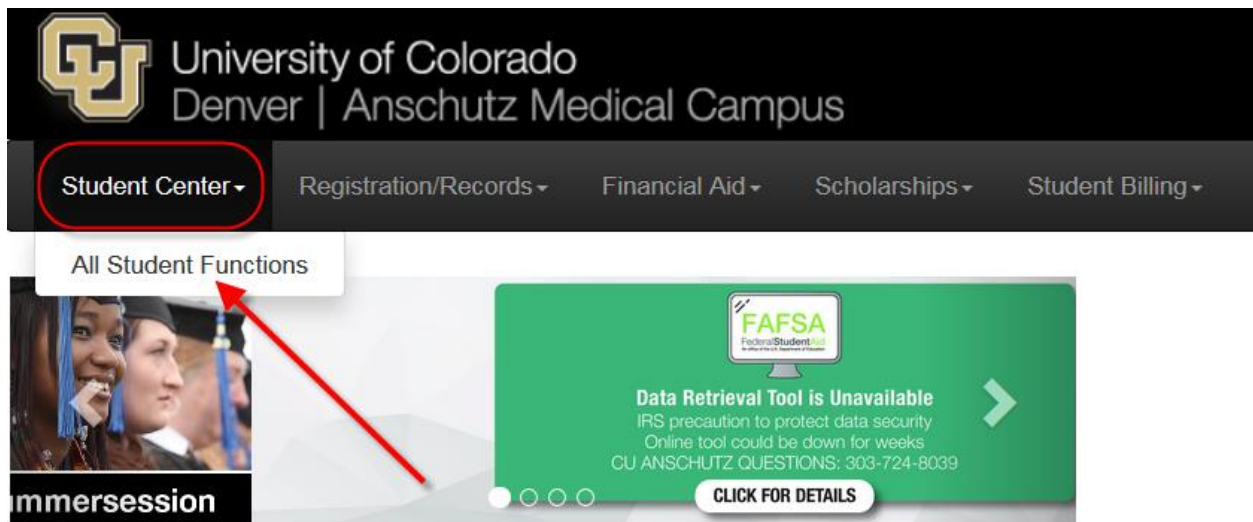
Authorizing via Student Account

College Opportunity Fund: How to Authorize your COF Stipend

1. Log into your portal and navigate to Student Center>All Student Functions on the left hand side of the screen:

Student Account ✕

Account Summary-Denver Account Group

- **Due Now**
- **Future Due** 0.00

Click on COF Authorization/Review Link

Account Balance

Currency used is US Dollar.

View Bills and Payment Options

COF Authorization/Review

Direct Deposit Student Refunds

View Student Permissions

COF Authorization/Review Page

COF Authorization page will state the student's name at the top left of the window.

A message will be displayed to the student defining the student's COF Status.

- If student has **previously authorized COF** you will see the following message:

COF Authorization/Review	Return To Institution Selection

Student Name ≡ Menu

Our records show that you have selected the COF Lifetime Authorization option. If you wish to make a change to this and either authorize on a term-by-term basis OR refuse authorization (and if you choose this option, you will be required to pay full tuition for the term indicated, with no credit to your bill from COF), click on the "Update Authorization" link below to make changes. NOTE: Continuing Education and Extended Studies classes are NOT eligible for COF stipend.

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Pre Baccalaureate Statistics

☐ Nearing Lifetime Max?:

Lifetime Maximum 145.00

Each Undergraduate Student will be given 145.00 credit hours to use towards an Undergraduate degree.

Total Hours Used

Last Inquiry Date

- If the student has **not yet applied for COF**, the following message will be displayed:
  - If student states they have applied to COF then transfer the call to COF Coordinator.

COF Authorization/Review

Student Name ≡ Menu

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COF Authorization/Review	Return To Instituti

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Pre Baccalaureate Statistics

☐ Nearing Lifetime Max?:

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Last Inquiry Date	02/21/2017

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Post Baccalaureate Statistics

☐ Nearing Lifetime Max ?:

Lifetime Maximum	
Total Hours Used	
Last Inquiry Date	

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