

Registration procedure for CU-Boulder degree-seeking students:

1. E-mail Professor [Richard Saxton](#) for a permission code
2. Register online via the [Buff Portal](#) using the permission code

Registration procedure for non-CU-Boulder and non-degree students:

1. E-mail Professor [Richard Saxton](#) for a permission code
2. Fill out a Summer 2021 Enrollment Application:
<https://ce.colorado.edu/resources/topics/enrollment-new-students/>
*Note: This is a multi-step process that includes creating an applicant account in order to complete your application form and then submitting the application.
3. You will receive a Welcome message with a student ID number. If you do not see the Welcome message in your inbox within 48 business hours, please check in your spam folder.
4. Activate Your IdentiKey: Go to [IdentiKey Manager](#) and click on the “Activate My IdentiKey”.
5. Set up Your Colorado.EDU E-mail Account: Go to [IdentiKey Manager](#) and click on the “Manage My Email and Calendar Service”.
6. Access the [Buff Portal](#) using your IdentiKey password. Once you are in the portal, you can register the course using the permission code, view your bill and pay tuition under “TUITION & FEES”.

Please contact the Extraordinary Program Manager Yen-Shi Li at: yen-shi.li@colorado.edu if you have any questions.

Registration procedure for Audit Options:

1. E-mail [Matthew Fluharty](#) for a permission code