

Table of Contents

Who to Contact for What 1

Who to Contact for What

Benefits Information	Employee Services 303-860-4200, Opt. 3 EmployeeServices@cu.edu
Book Orders	Submit a request using the Purchase Request Form .
Business Cards	Visit Printing Services website. <i>You will need a speedtype for payment (consult supervisor).</i>
Catering Requests	Submit a request using the Purchase Request Form .
Conference Registration	Submit a request using the Conference Registration Form .
Contact Information (Update/Change)- includes emergency contact	In the UCD Access Portal, go to CU Resources (if not your homepage already)> CU Resources Home (drop-down menu)> My Info and Pay > My Info.
Copier Code	SEHDFinance@ucdenver.edu
Direct Deposit (Update/Change)	Make changes to your direct deposit online. Instructions here .
Eco-Pass	Parking & Transportation Services 303-556-8385 777 Lawrence Way, 1 st Floor
Emergency/Crime Reporting	Auraria Campus Police Anschutz Campus Police
Exam (or Desk) Copies	Faculty personally request exam (desk) copies directly from the publisher.
Expense Reimbursements <i>*must have prior approval*</i>	SEHDFinance@ucdenver.edu
ID Card / Badge	

(303)315-6331

Home Key	To order a new key, please contact SEHD at (303) 556-2885. sehd@ucdenver.edu , 303-556-2885	Office Function	sehd@ucdenver.edu , 303-556-2885		
Master Keys	For a new key, please contact SEHD at (303) 556-2885. sehd@ucdenver.edu , 303-556-2885				
Office Key	Submit a request using the Office Key Request Form . sehd@ucdenver.edu , 303-556-2885				
Office Key	Submit a request using the Office Key Request Form . sehd@ucdenver.edu , 303-556-2885				
Office Supply	Submit a request using the Office Supply Request Form . sehd@ucdenver.edu , 303-556-2885	Parking Garage	Anschutz Campus Parking (303) 556-2885	Parking Permits	CU Parking Permits (303) 556-2885
Room Reservation	Submit a request using the Room Reservation Request Form . sehd@ucdenver.edu , 303-556-2885	Student Forms	Grade Changes, Schedule Adjustment Forms, and Special Processing Forms are available at the front desk on the 7th floor. Electronic copies of the Schedule Adjustment Form and the Special Processing Form are available on this link . sehd@ucdenver.edu , 303-556-2885	Technology (Devices)	CU Technology Support (303) 556-2885
Telephone Number (Outgoing)	Submit a request using the Telephone Number Request Form . sehd@ucdenver.edu , 303-556-2885			Telephone (Devices)	CU Telephone Support (303) 556-2885
Work Request	Submit a request using the Work Request Form . sehd@ucdenver.edu , 303-556-2885	Web	Make changes to your site or add to the UCD Access Portal CU Resources (if not your homepage already) > CU Resources Home (drop-down menu) > My Info and Pay > My Info .		

From: <https://wiki.cu.studio/> - **SEHD Wiki**

Permanent link: <https://wiki.cu.studio/directory?rev=1753737558>

Last update: **2025/07/28 21:19**

