
Ranger Portal

Navigation Guide

Staff, Advisor and Faculty Views

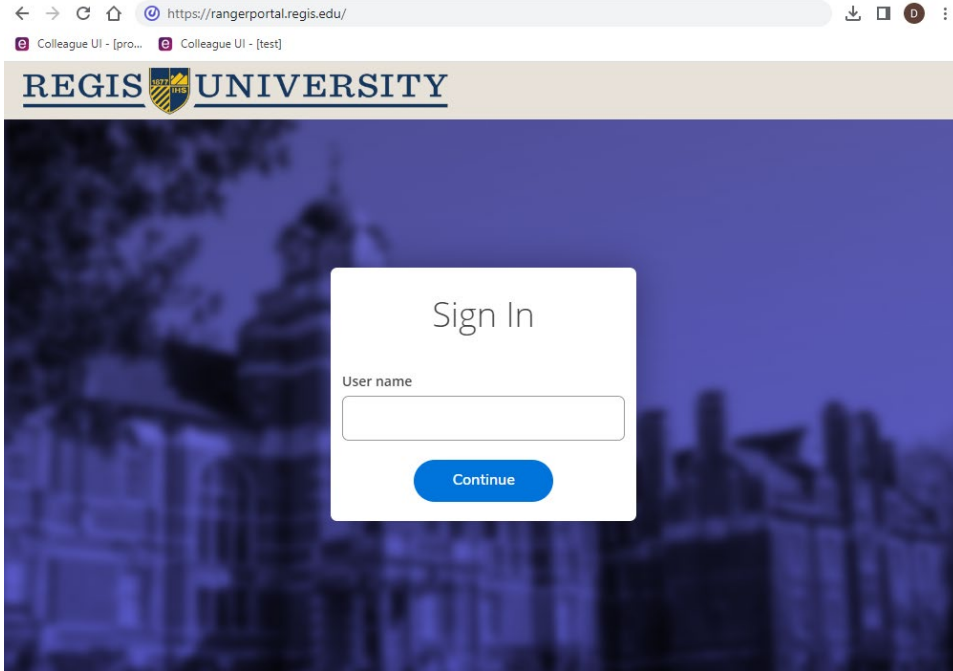
Office of the Registrar

August, 2023 0v

Faculty, Advisor and Staff Overview

Go to <https://rangerportal.regis.edu/>

Regis University User Name and Password are required.



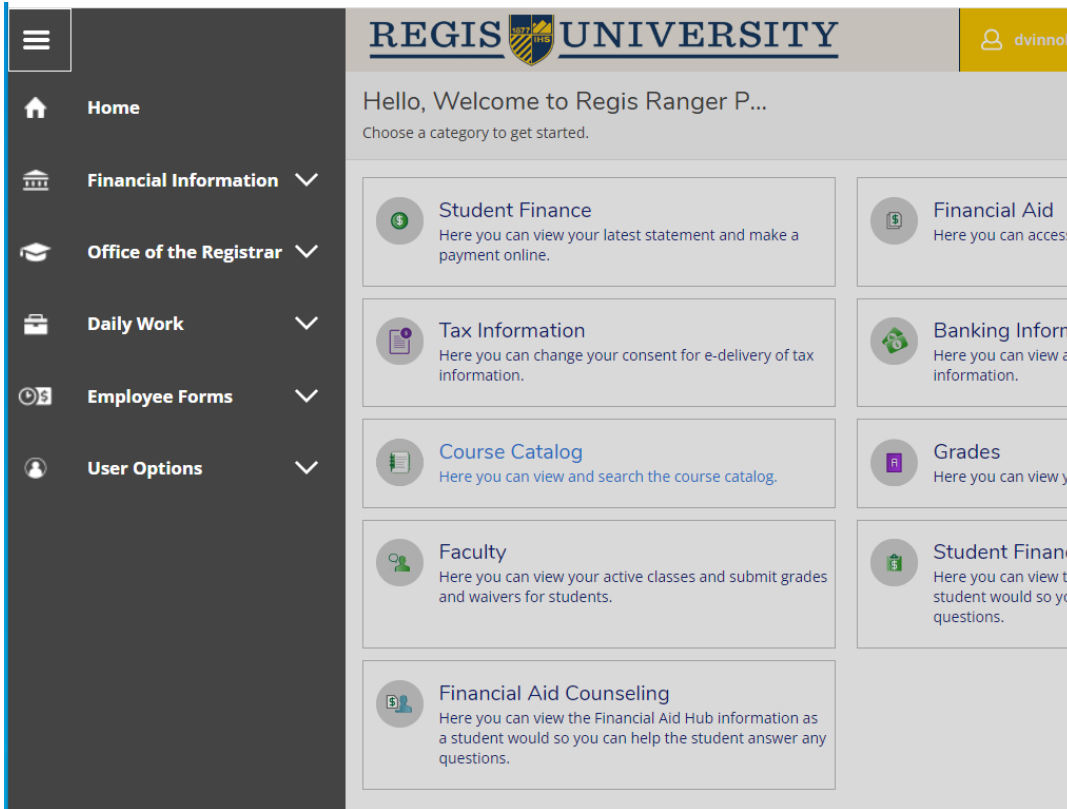
The home screen will vary depending on access and permission levels:

A screenshot of the Regis University Ranger Portal home screen for a user named "dvinnola". The page has a dark grey sidebar on the left with icons for home, building, graduation cap, briefcase, play button, and user profile. The top navigation bar includes the Regis University logo, the user name "dvinnola", and buttons for "Sign out" and "Help". The main content area displays a welcome message: "Hello, Welcome to Regis Ranger P..." followed by "Choose a category to get started." Below this are ten category tiles, each with an icon and a brief description: "Student Finance" (view latest statement and make a payment online), "Financial Aid" (access financial aid data, forms, etc.), "Tax Information" (change consent for e-delivery of tax information), "Banking Information" (view and update banking information), "Course Catalog" (view and search the course catalog), "Grades" (view grades by term), "Faculty" (view active classes and submit grades/waivers), "Student Finance Admin" (view Student Finance information to help students), and "Financial Aid Counseling" (view Financial Aid Hub information to help students).

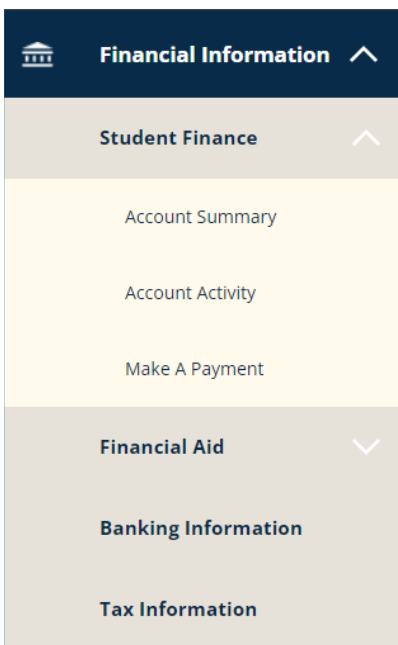
Access and permissions are based on role(s) at Regis University and currently fall into one of five categories:

- Applicant
- Student
- Faculty
- Advisor
- Employee

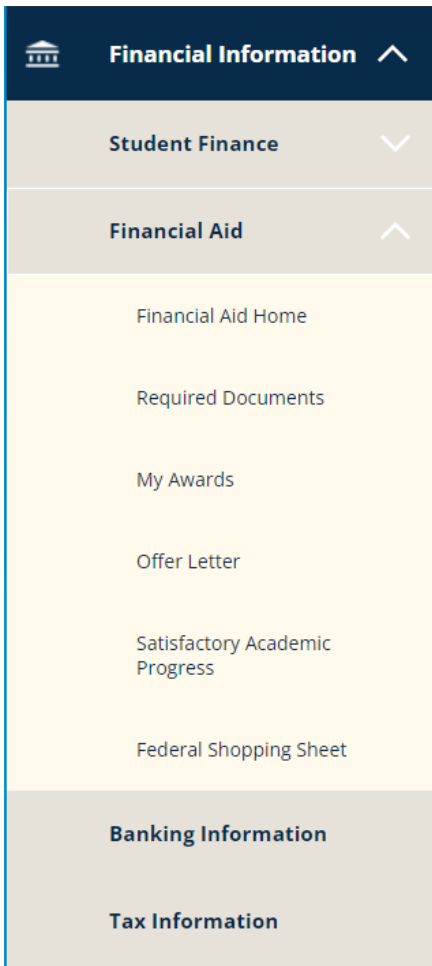
The hamburger button at the top left side of the screen opens the general menus:



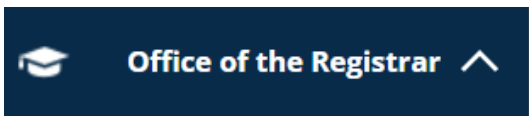
Financial Information is available to Students and specific offices which work directly with student accounts or financial aid:



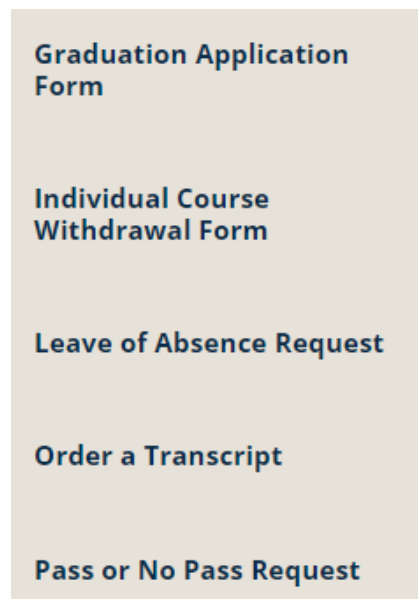
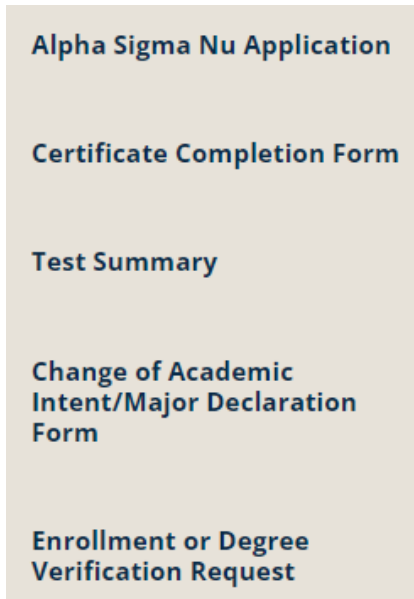
Any questions regarding accounts or payments should be directed to stuacts@regis.edu or 303-458-4126, option 1.



Any questions regarding SAP, scholarships or loans should be directed to rufinancialaid@regis.edu or 303-458-4126, option 1.



The Office of the Registrar tab holds most of the Student forms and registration processes. This Student Menu includes:



**Regis College ONLY
Concurrent Enrollment Form**

**Regis University Authorized
Driver Application Form**

**Regis University Course
Overload Form**

**Registration Affirmative
Consent Form**

**Technology Equipment
Student Loan Agreement**

**Technology Equipment
Student Loan Amendment**

Total Withdrawal Request

Any questions regarding forms, processes, RSAs, withdrawals or grades should be directed to registrar@regis.edu or 303-458-4126, option 2.

The Daily Work tab has the Faculty and Advisor Menus:

The screenshot shows a dark blue header bar with a briefcase icon, the text "Daily Work", and an upward-pointing chevron. Below this is a light beige menu with several items, each with a downward-pointing chevron on the right side:

- Advising
- Faculty Schedule Requests
- Faculty
- Student Finance Admin
- Financial Aid Counseling
- Tax Information (Admin)
- Faculty Contracts (Admin)

Note: Menu items with 'Admin' are permission-based access for administrators of the system.

All **faculty** forms may be found under the Faculty drop down:

Faculty Overview	Concurrent Enrollment Request	ITS Technology Amendment
Faculty Contracts	Course Proposal Request	Late Add Drop Request
Additional Duty Stipends	Degree Plan Extension Request	Payroll Deduction Form
2023 Holiday Schedule	Directed and Extended Study Request	Ranger Portal Grading Procedure Guide
Academic Integrity Form	Faculty Grading Tutorial Video	Regis University Authorized Driver Application Form
Affiliate Faculty Tuition Remission/Clinical Scholars Request	Grade Change Removal Incomplete Form	Registration Affirmative Consent Form
Books & Course Materials - Follett Bookstore	Graduate Transfer Sub Prereq Request	Undergraduate Course Overload Request
Change of Academic Intent/Major Declaration Form	HIPPA Incident Report	Undergraduate Waiver Substitution Request
Combined Bachelor to Master Form	ITS Technology Agreement	

All **advising** forms may be found under the Advising drop down:

Advising Overview	Concurrent Enrollment Request	
2023 Holiday Schedule	Degree Plan Extension Request	Late Add Drop Request
Books & Course Materials - Follett Bookstore	Directed and Extended Study Request	Registration Affirmative Consent Form
Change of Academic Intent/Major Declaration Form	Graduate Transfer Sub Prereq Request	Undergraduate Course Overload Request
Combined Bachelor to Master Form	Individual Course Withdrawal Form	Undergraduate Waiver Substitution Request

The Employee Forms are exactly that - employee forms:

Employee Forms

- 2023 Holiday Schedule
- Admissions Transcript Waiver Form
- Affiliate Faculty Tuition Remission/Clinical Scholars Request
- Change of Academic Intent/Major Declaration Form
- Combined Bachelor to Master Form
- Concurrent Enrollment Request

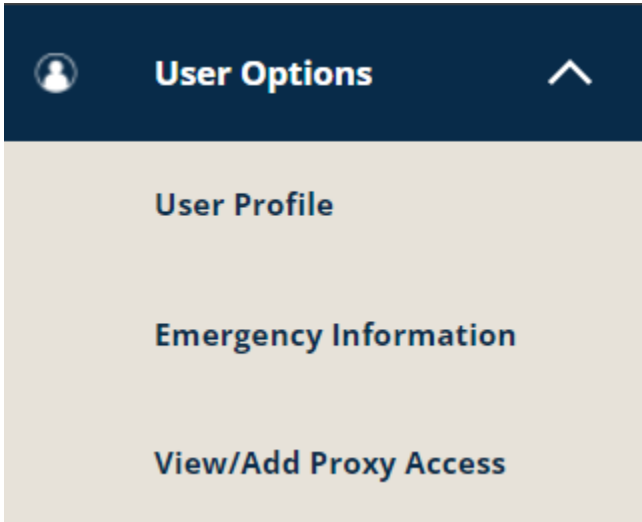
- Course Proposal Request
- Credit Adjustment Request
- Degree Plan Extension Request
- Directed and Extended Study Request
- Employee Tuition Benefit Form
- Graduate Transfer Sub Prereq Request

- Incoming Not Attending/Denied Conditionally Form
- ITS Colleague Profile Change Form
- ITS Technology Agreement
- ITS Technology Amendment
- Late Add Drop Request
- Regis University Authorized Driver Application Form

Note: Some forms are listed on all three menus or just one or two menus, as some processes are specific to the roles at Regis University.

- Total Withdrawal Request
- Undergraduate Course Overload Request
- Undergraduate Waiver Substitution Request
- University Fee or Fine Request

The final tab on the hamburger menu is User Options:



User profile is where Student addresses, phone numbers and emails may be changed. Please note that Employees should make any address, phone and email changes within Workday and NOT within Ranger Portal.

Emergency Information includes contact information as well as possible health conditions, hospital preference and insurance information.

The final section View/Add Proxy Access is where Students can give proxy access to financial and academic information.

View/Add Proxy Access

"Proxy access" provides an opportunity for Regis University students to grant access to family members or other designated individuals to view certain student information online or to speak with specific departments regarding the student. The most common scenario for granting "Proxy access" is so that a family member can view a student's grades or tuition invoices via the Ranger Portal. The person being granted access to the student's information is referred to as the "Proxy".

Students must initiate the process and fulfill each step in order for the designated Proxy to be able gain access to the Ranger Portal. The required steps to establish Proxy access and consent are necessary to comply with the Family Educational Rights and Privacy Act (FERPA*). Once the necessary steps are completed by the student, the designated Proxy will receive an email indicating the account has been created and providing the Proxy username. A separate email containing the Proxy's temporary password will be sent to complete the authentication process.

*FERPA is a federal law that protects the privacy of students and prohibits institutions of higher education from disclosing any student information, including financial information, without the explicit authorization of the student. In accordance with the FERPA, Regis University has established guidelines regarding access to and release of educational records. FERPA allows RU to release "directory information" without the consent or knowledge of the student, unless the student has notified RU in advance that such information is not to be released.

Active Proxies

You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy

Students may grant authorization to individuals, known as a "Proxy", through the Ranger Portal to access certain information online or to speak with specific departments. After the student establishes a Proxy account, the Proxy user will receive email instructions on how to access the Ranger Portal for Proxy Access. The email address of the Proxy is needed to establish the authentication for this account. Therefore, a unique email address is required for each Proxy you grant access.

Questions? Call 303-458-4126 or 800-568-8932. Email registrar@regis.edu.

Select a Proxy

Please Select

Select a Proxy

Add Another User

Prefix

Please Select

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Suffix

Please Select

Email Address *

Email Address

Confirm Email Address *

Email Address

Email Type

Please Select

Phone

Phone

Gender

Please Select

Relationship *

Please Select

Access *

Allow Complete Access

Allow Select Access

Student Finance

- Account Activity
- Account Summary
- Make a Payment

Financial Aid

- Financial Aid Home
- My Awards
- FA Required Documents
- Satisfactory Academic Progress
- College Financing Plan

General

- Notifications

Academics

- Grades

Tax Information

- Tax Information

Disclosure Agreement

Student Request for Release of Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA*), as amended, governs a university's ability to release confidential information in a student's education records. According to the act, confidential education records may be released only with the permission of the student.

By checking the box below and clicking Submit, the student gives Regis University permission to release his/her confidential information to the person and/or company designated above.

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I authorize Regis University to disclose my information to the above designated proxy.

Note: To check if a Student has a Proxy please log into Colleague and view access on **VPXP: View Proxy Permissions**.

	Proxy	Proxy Name	Active
1	X	[REDACTED]	Yes
2	X	[REDACTED]	No
3			

Proxy: 2292332 Mr. Theodore J. Grebenc

Disclosure Agreement: Accepted on: 07/10/20 - 01:43:19PM

Reauth Needed by:

Reauth Requestor:

Requested on:

Permissions	Begin	End
1 CONO Notifications	07/10/2020	
2 FACL Financial Aid Home	07/10/2020	
3 FAMA My Awards	07/10/2020	
4 FARD FA Required Documents	07/10/2020	
5 FASAP Satisfactory Academic Progress	07/10/2020	
6 FASS College Financing Plan	07/10/2020	
7 SFAA Account Activity	07/10/2020	
8 SFAS Account Summary	07/10/2020	
9 SFMAP Make a Payment	07/10/2020	
10 STGR Grades	07/10/2020	
11 TI Tax Information	07/10/2020	

Please feel free to browse the Ranger Portal and if you need assistance, use the self-help button in the upper right-hand corner of the screen:



Access questions should be directed to the ITS Help Center at 303.458.4050. Student account, financial aid, or Registrar questions should be directed to those specific offices.