CPP CONNECT

Student Guide

Last Updated: 8/18/21

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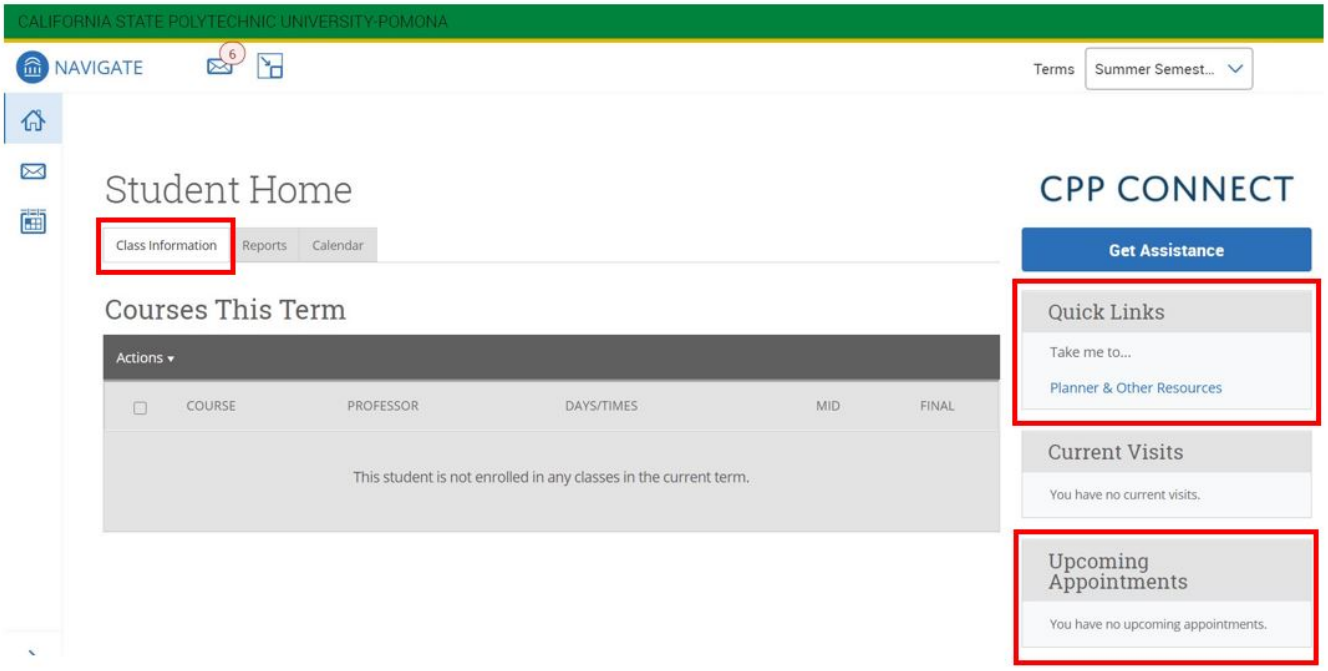
Logging Into CPP Connect

To access CPP Connect, visit www.cpp.edu/cppconnect. Select “Log In to CPP Connect”. Log in using your BroncoName and Password.

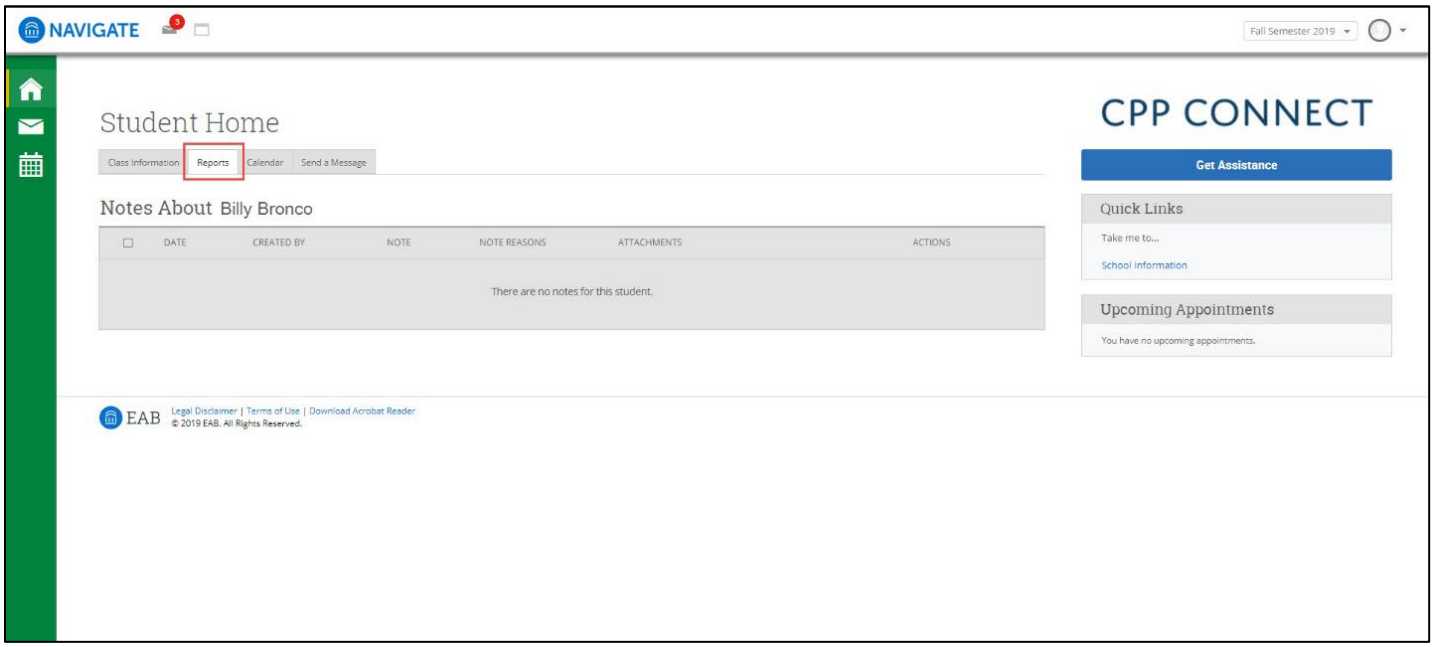
Student Home Page

The following are key features on your Student Home page:

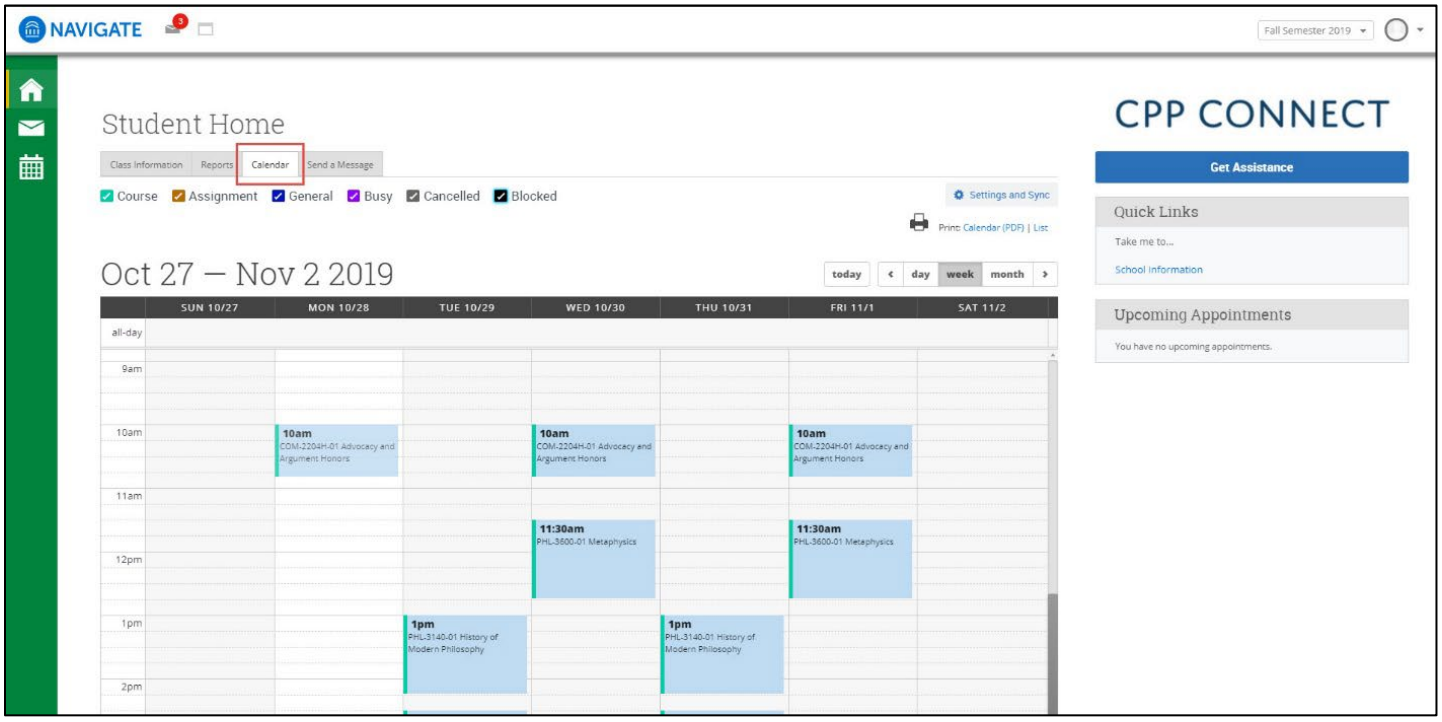
Class Information: View your classes for the current term, class dates and times, and your instructors.
Quick Links: Find information about CPP Connect’s Planner, Bronco Advising Center, Student Success Central, and other resources.
Upcoming Appointments: View your upcoming appointments. You can also cancel your appointments by selecting it and following the prompts.



Reports: View possible notes and documents that your advisors and other staff may have written.



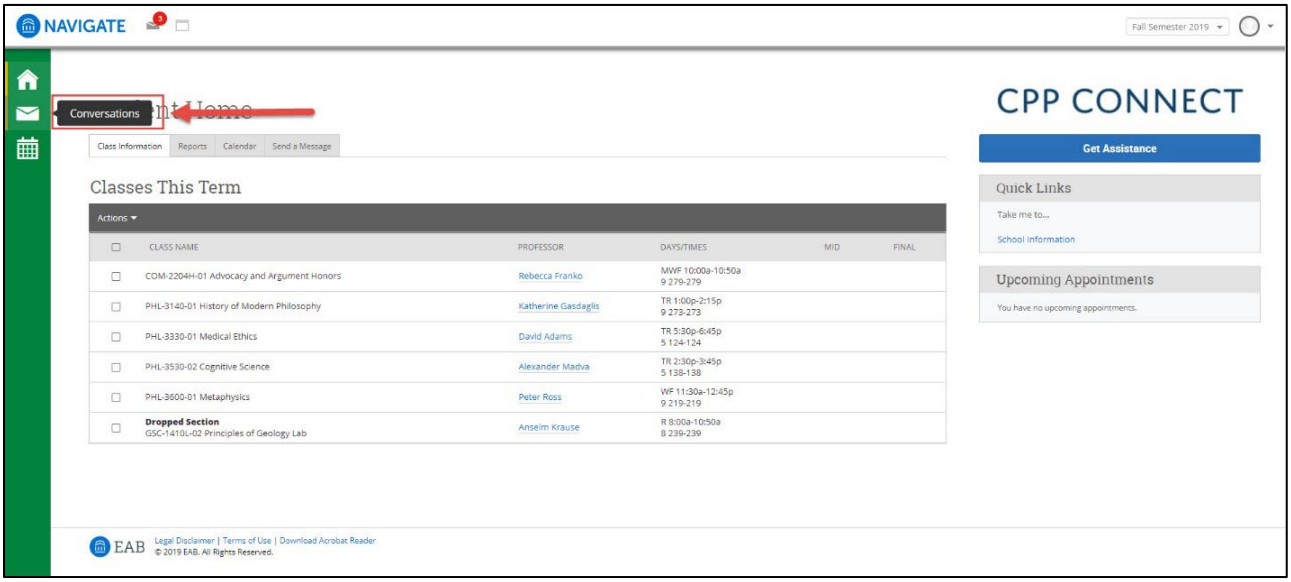
Calendar: See a calendar view of your classes and any advising or tutoring appointments you have. You can view the details and cancel your appointments if needed by selecting the session. Reference the color-coded key at the top to distinguish between your classes and appointments.



Conversations Page

Use the Conversations page to view your conversations with advisors, campus staff, or professors. You can also view appointment notifications, reminders, and appointment cancellation confirmations. These conversations are messages (emails) sent via CPP Connect, not Microsoft Outlook.

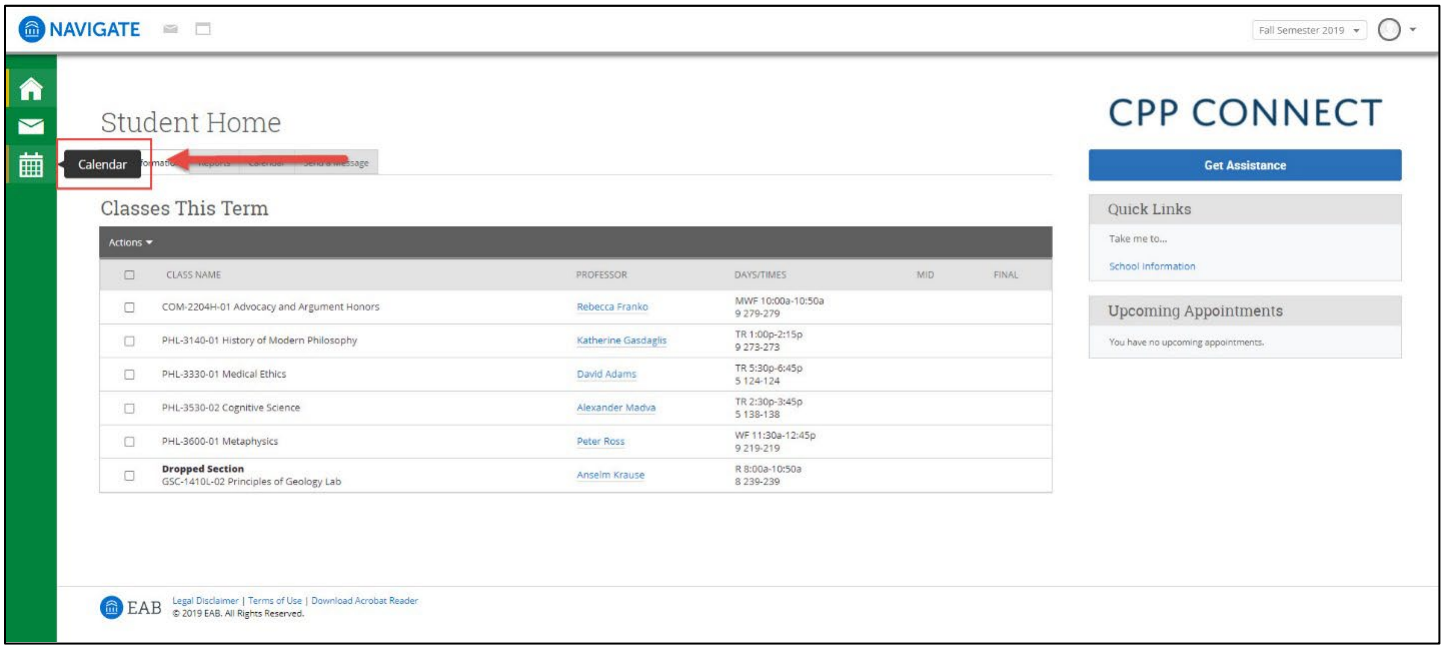
To access your Conversations page, select the envelope icon from the left-hand menu.



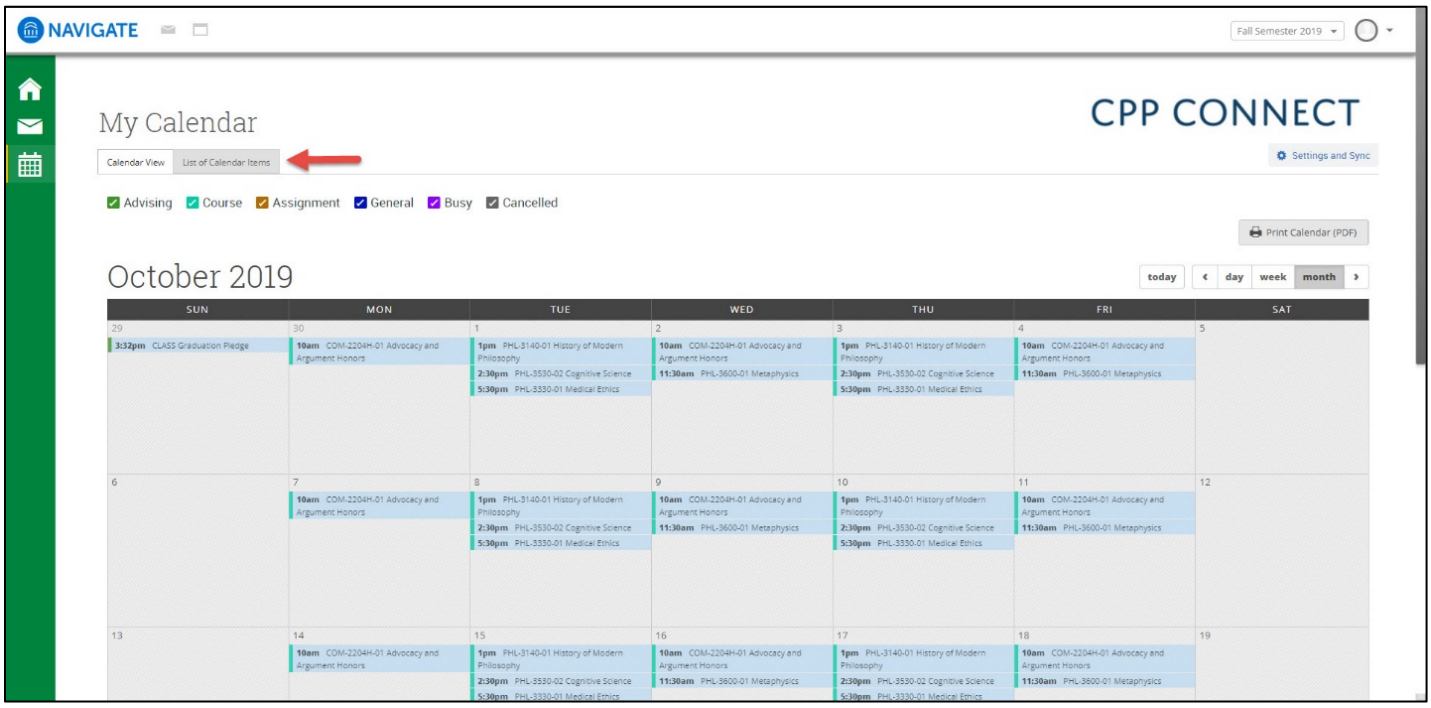
Once you are on your Conversations page, you can view all messages by unchecking the View Personal Messages Only option.

Calendar Page

Use the Calendar page to view all appointments, classes, and cancelled appointments. To access your calendar page, select the calendar icon from the left-hand menu.

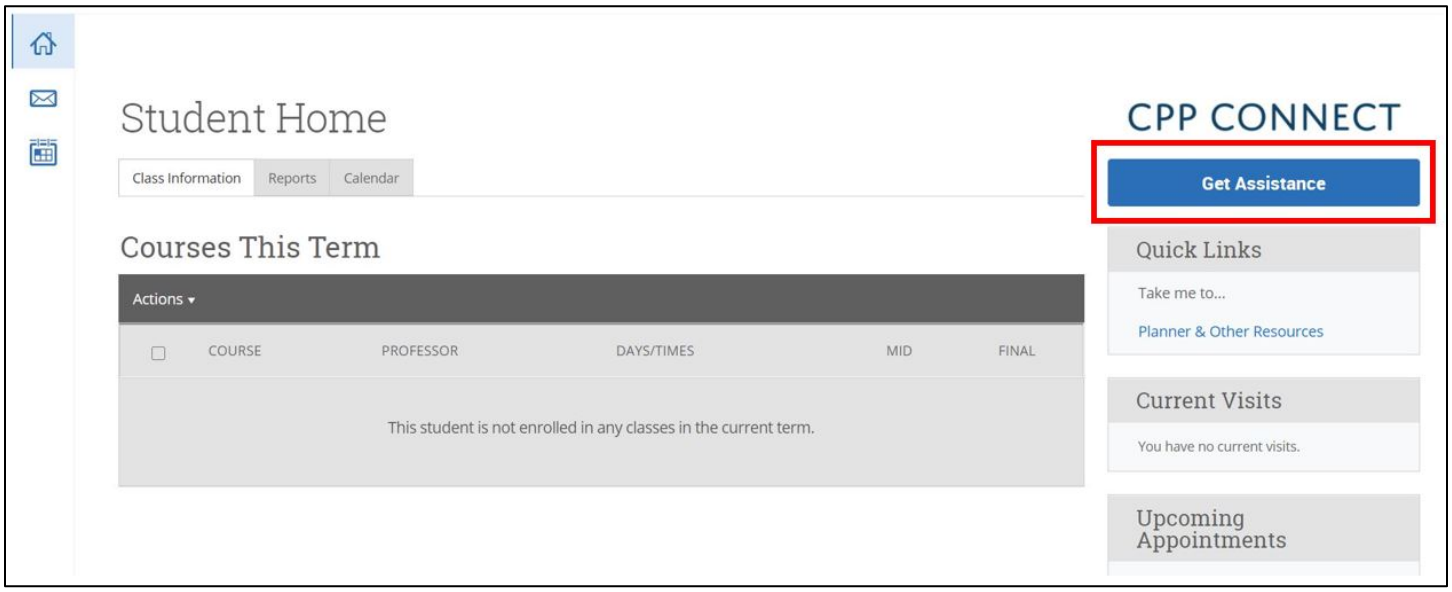


In this page you can also select List of Calendar Items to view your calendar as a list. Reference the color-coded key at the top to distinguish between your classes and appointments.



Scheduling an Appointment

To schedule an appointment, click on the Get Assistance blue button located on the top righthand side of the page.



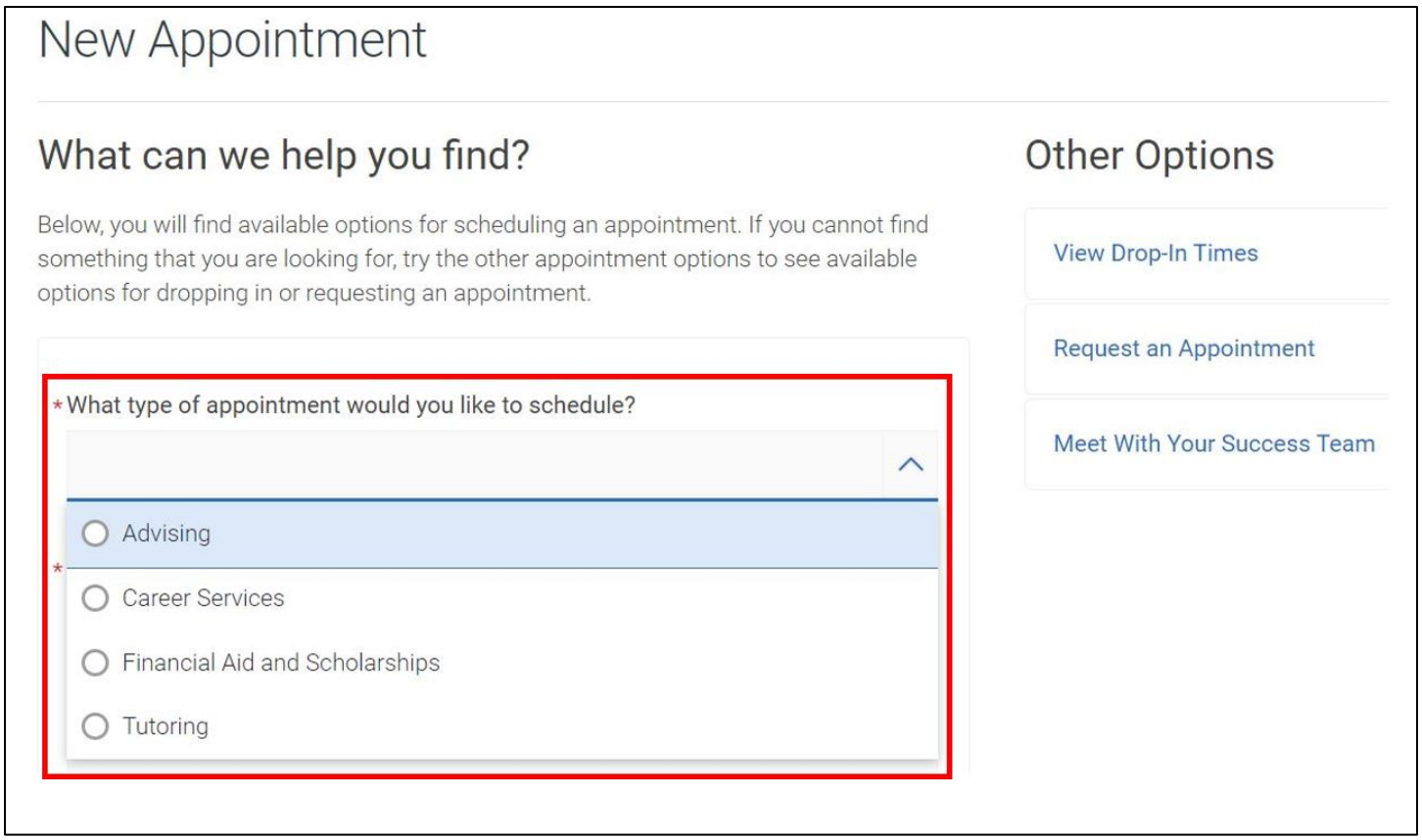
Once you are on the scheduling page, first select the type of appointment, either **Advising**, **Career Services**, **Financial Aid and Scholarships**, or **Tutoring**.

Advising: college advising center, faculty department advisor, and other academic support programs (International Center, Student Support & Equity Programs, Athletics, Kellogg Honors College, Early Start, Project SUCCESS, Graduate Resource Center, and more)

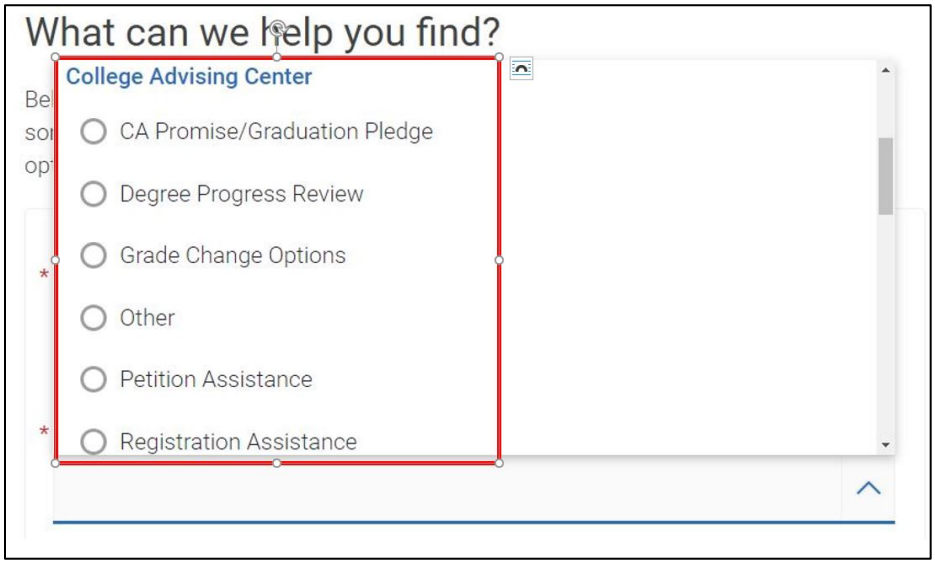
Career Services: Career Center

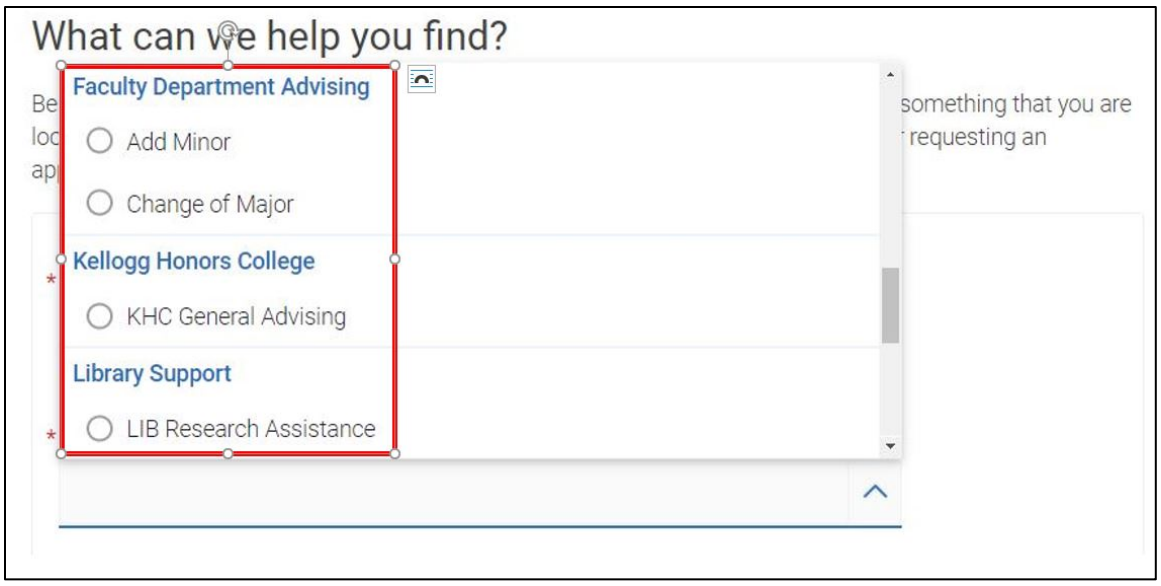
Financial Aid and Scholarships: Office of Financial Aid & Scholarships

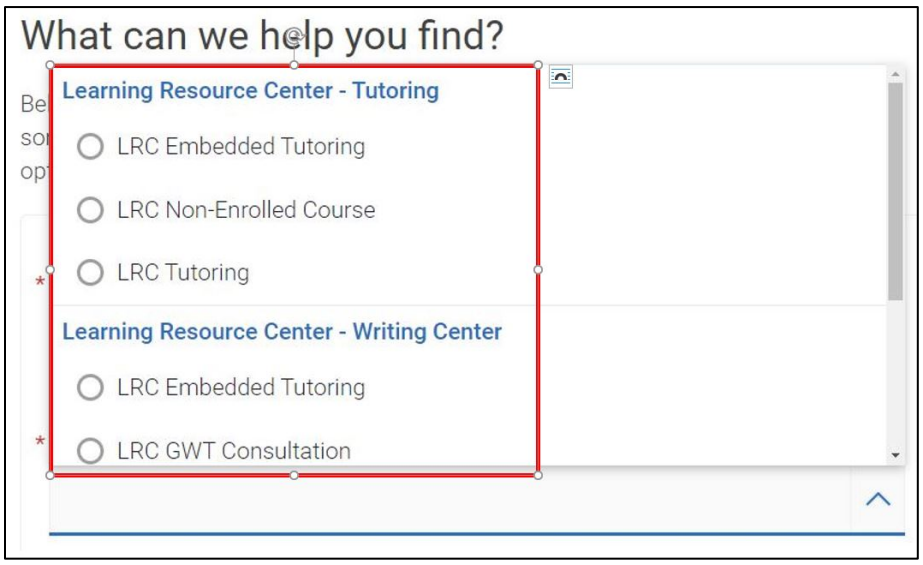
Tutoring: Learning Resource Center, ARCHES, Maximizing Engineering Potential, RAMP, SSEP, and Graduate Resource Center.



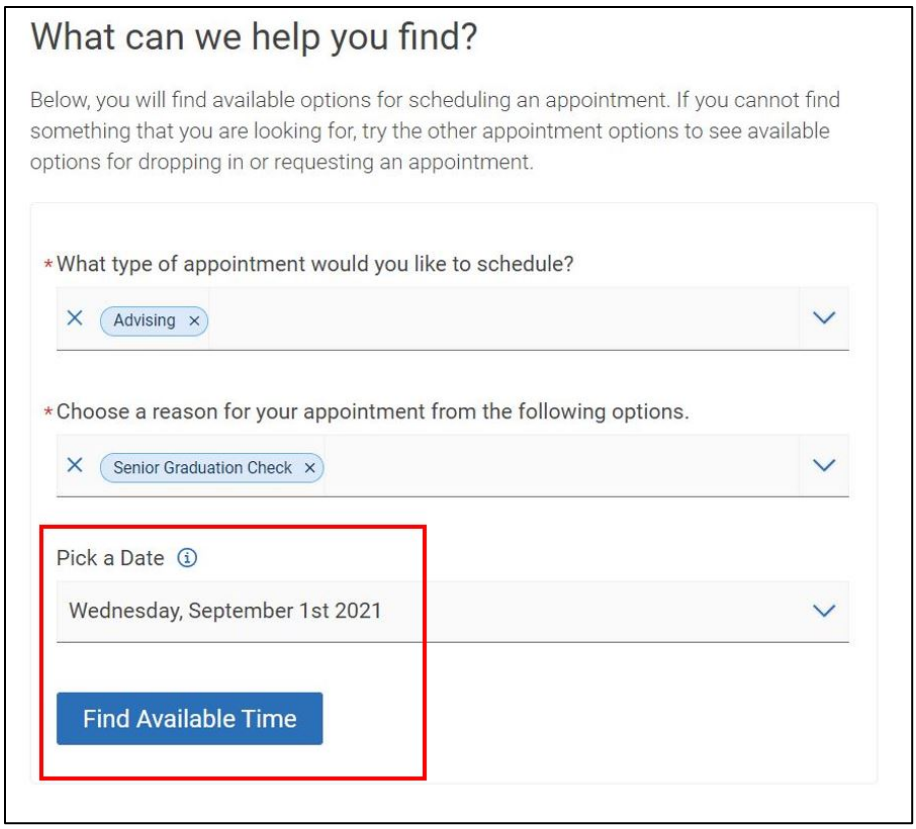
After you select the type of appointment, choose the reason for your appointment from the various options. Please refer to the examples below.



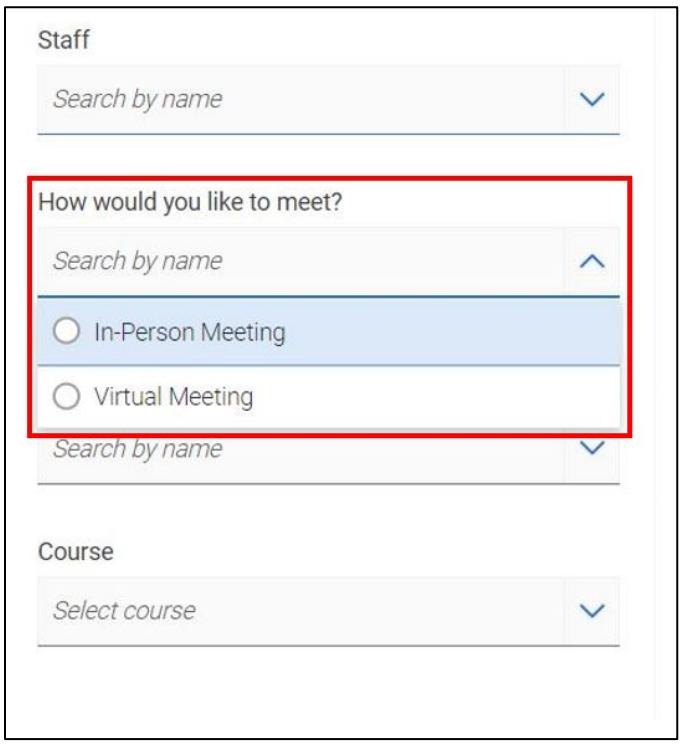




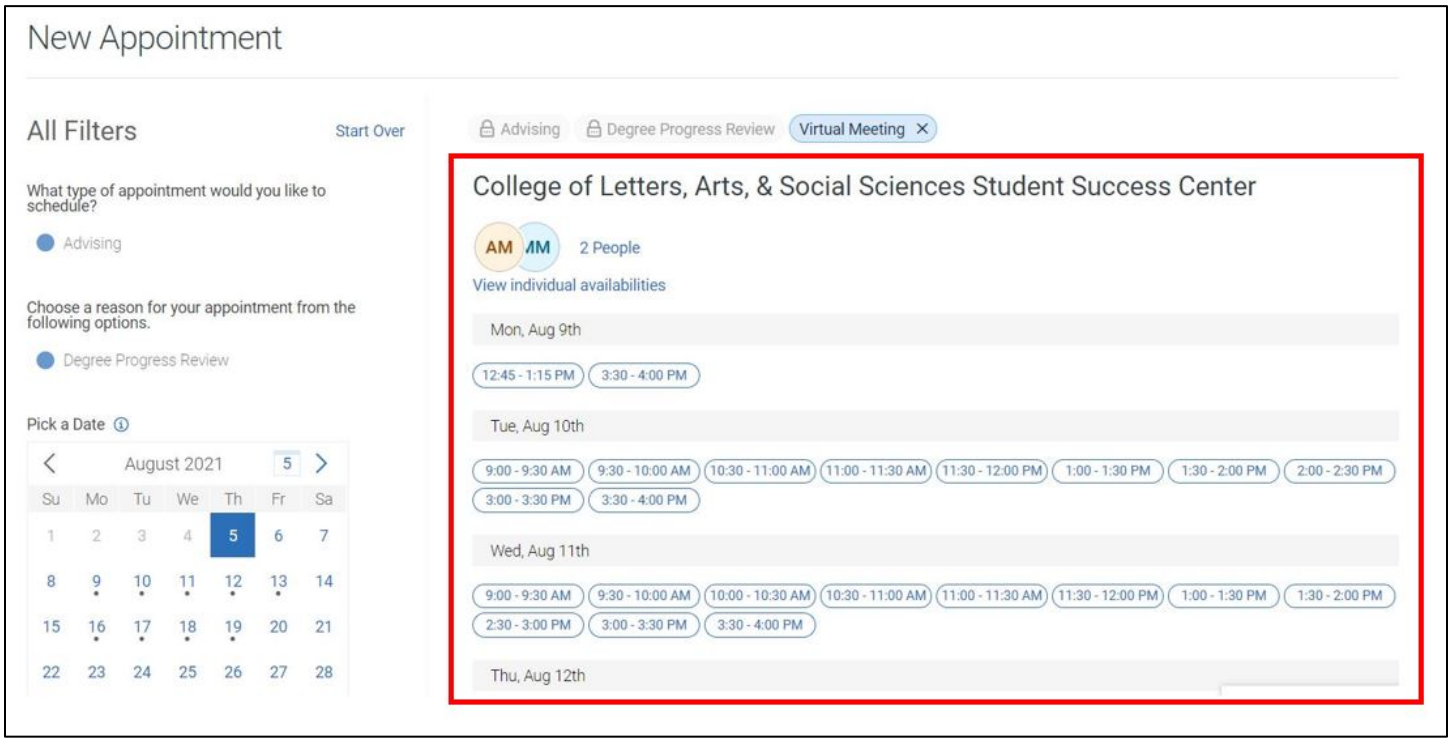
Then, select the date of your appointment. Please note, CPP Connect will display all available appointments 30 days from the date you select.



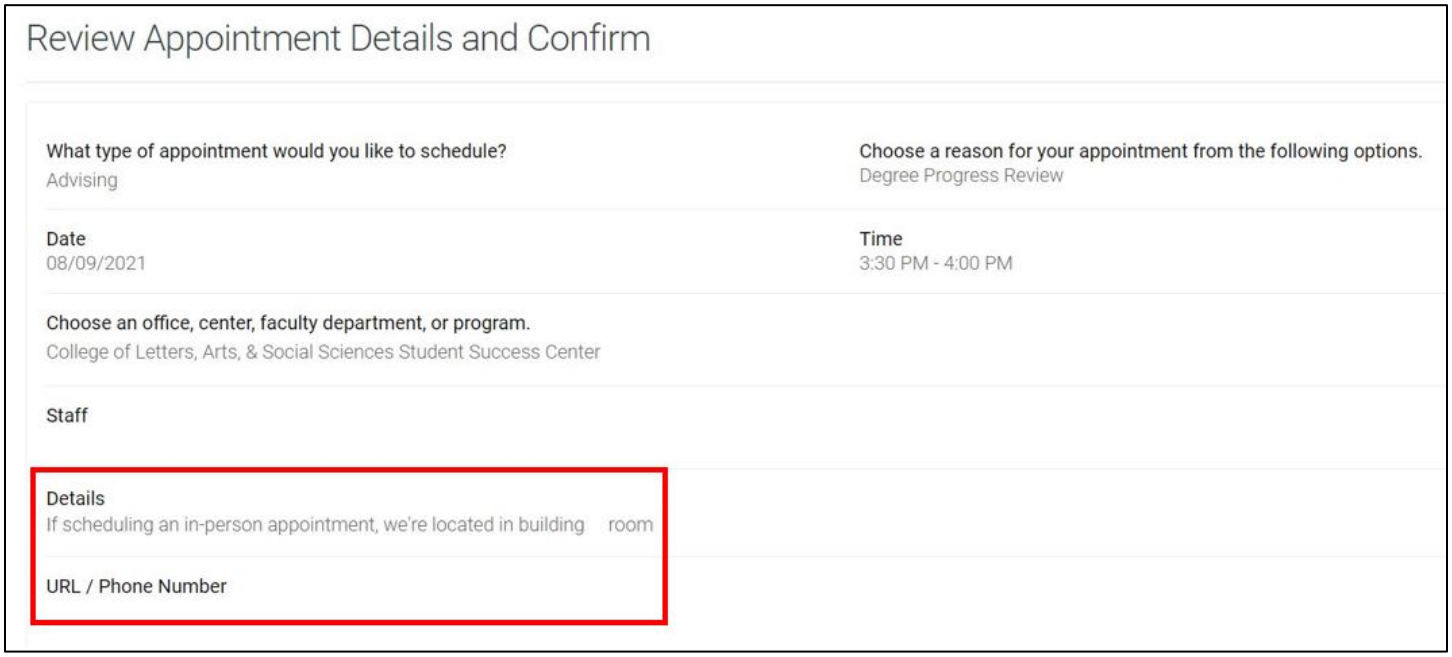
Once you select a date, select the Meeting Type for the appointment (In-Person or Virtual) from the options in the bottom-left below the calendar view. You can also select a specific staff member.

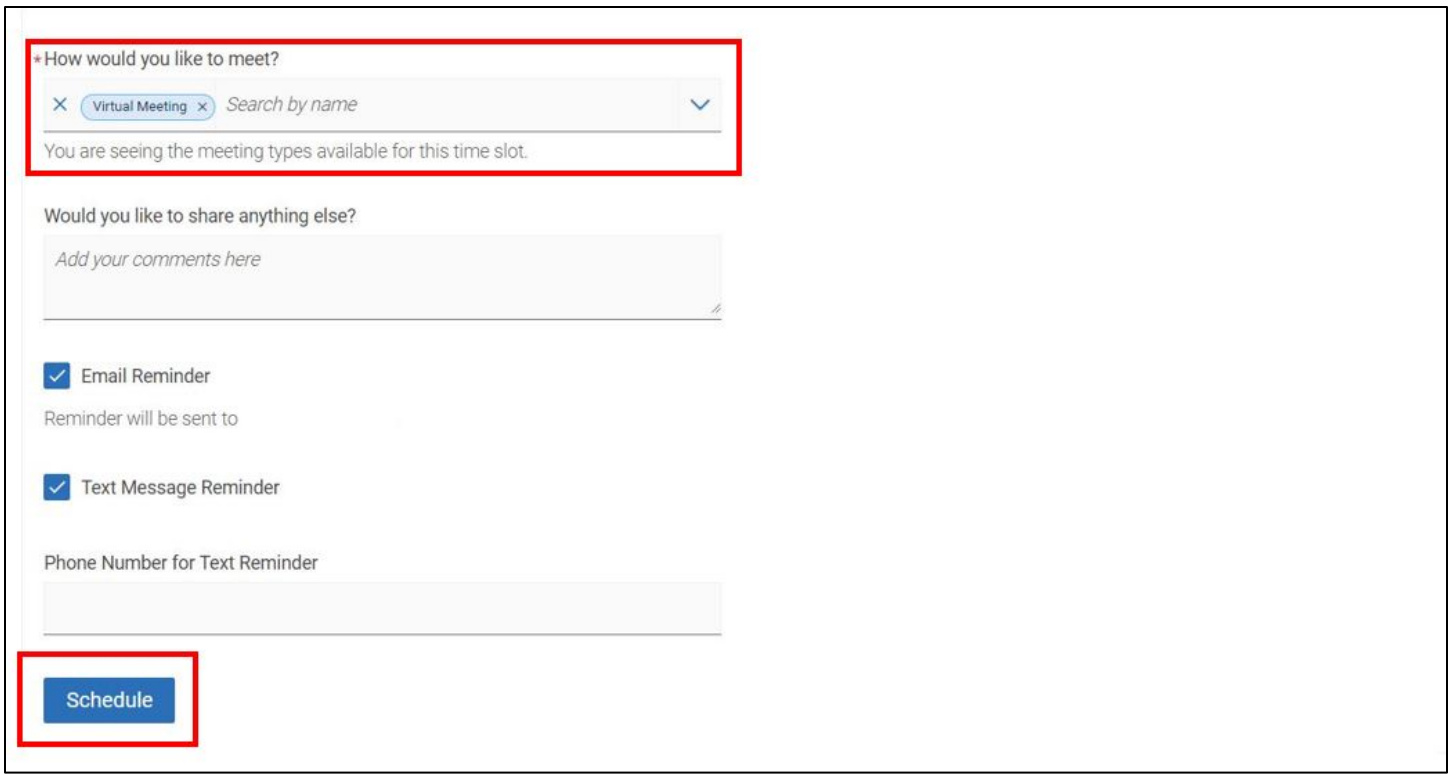


Select the date and time that works best for you from the options on the right side.

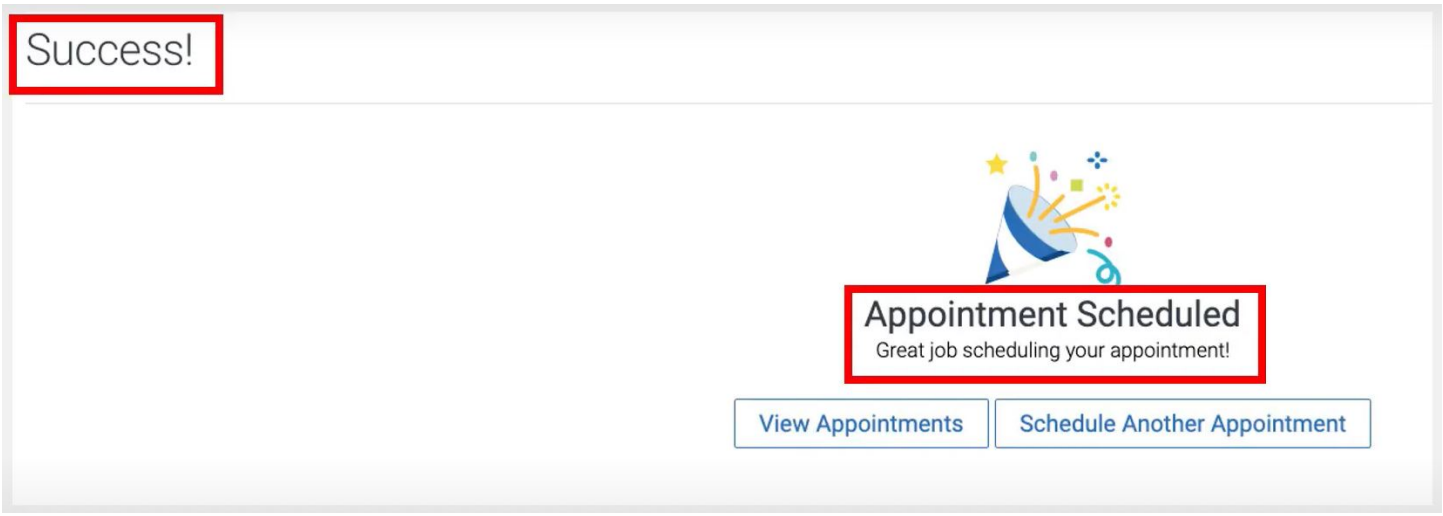


Review all the details relating to your appointment before selecting the Schedule option at the very bottom. **Please note:** if it's a virtual meeting, there will be a Zoom link displayed. If the session is in-person, review any details of where it will be taking place.

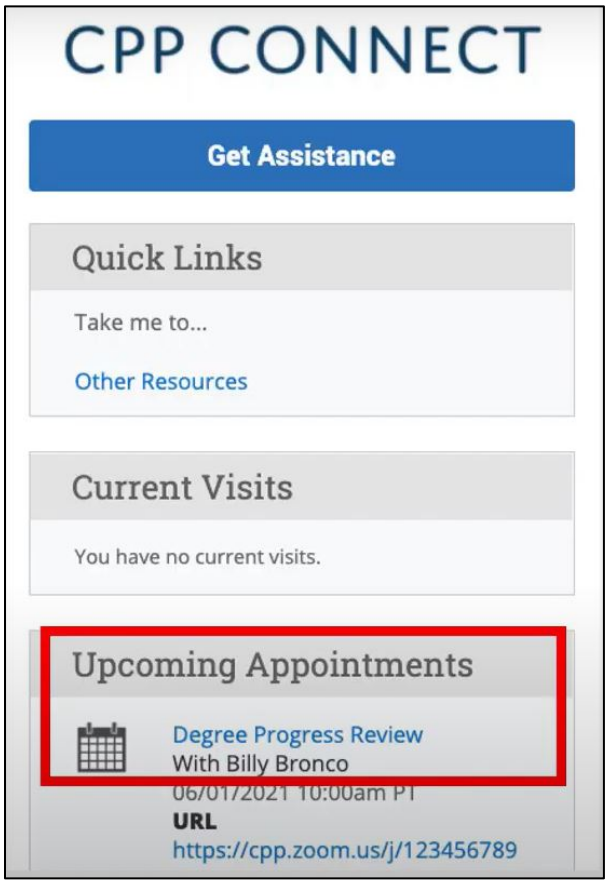


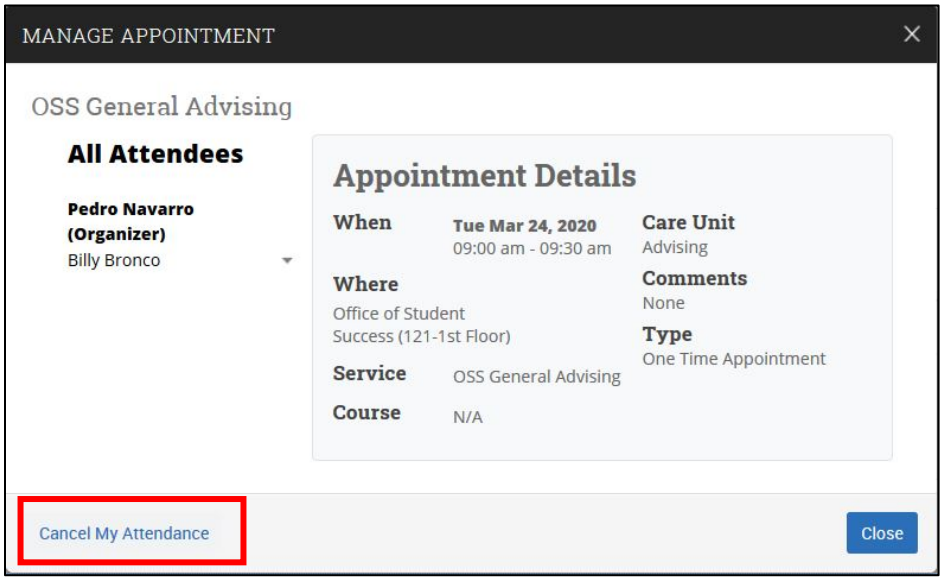


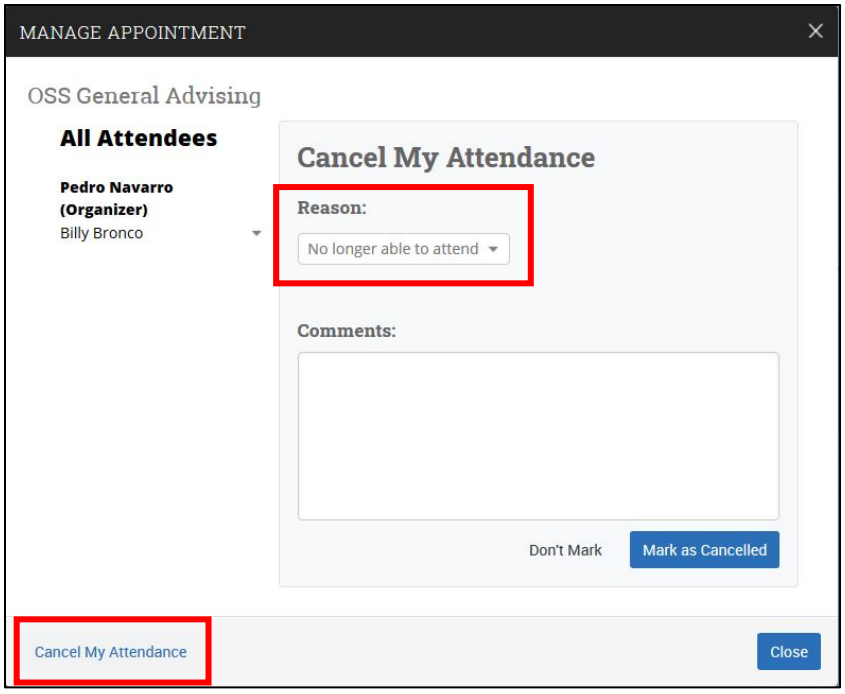
Once you schedule your appointment, you will see the appointment confirmation page.

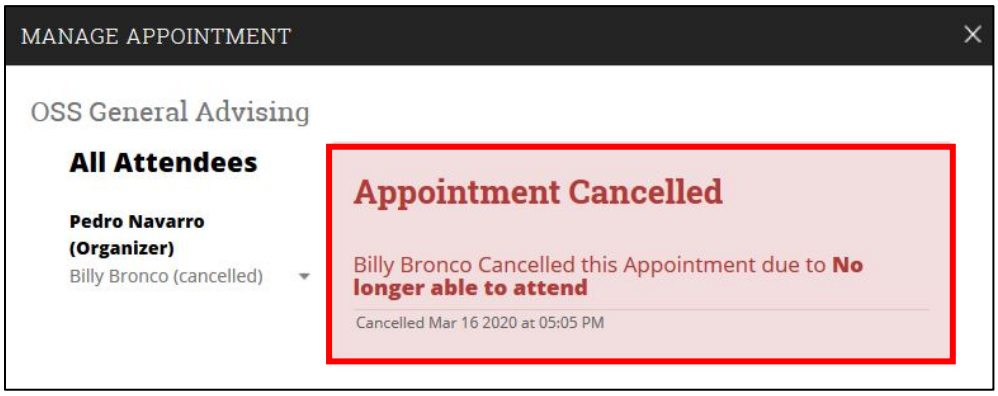


CANCELLING AN APPOINTMENT: You can cancel your appointment by selecting the specific session on your Home Page or Calendar page. Once the Manage Appointment page pops-up, select the Cancel My Attendance option. Make sure you select a Reason for cancelling and write any comments for your advisor or tutor to know. Then cancel your attendance. You should see the appointment cancelled confirmation.



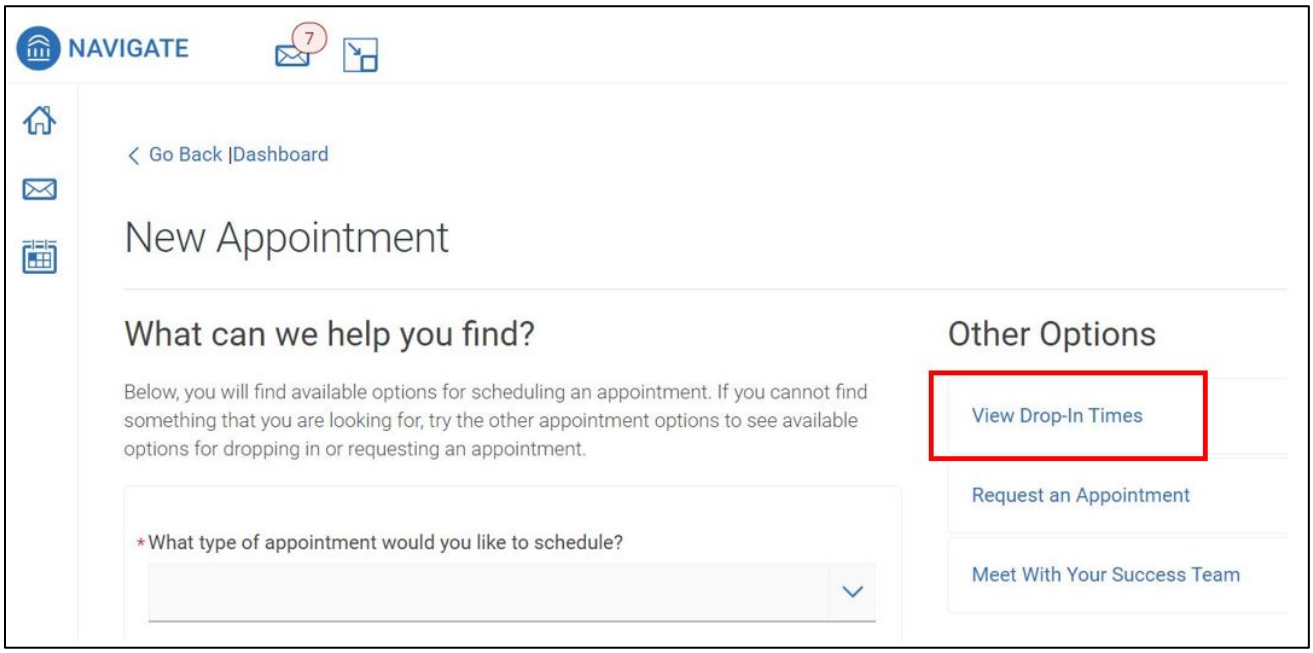
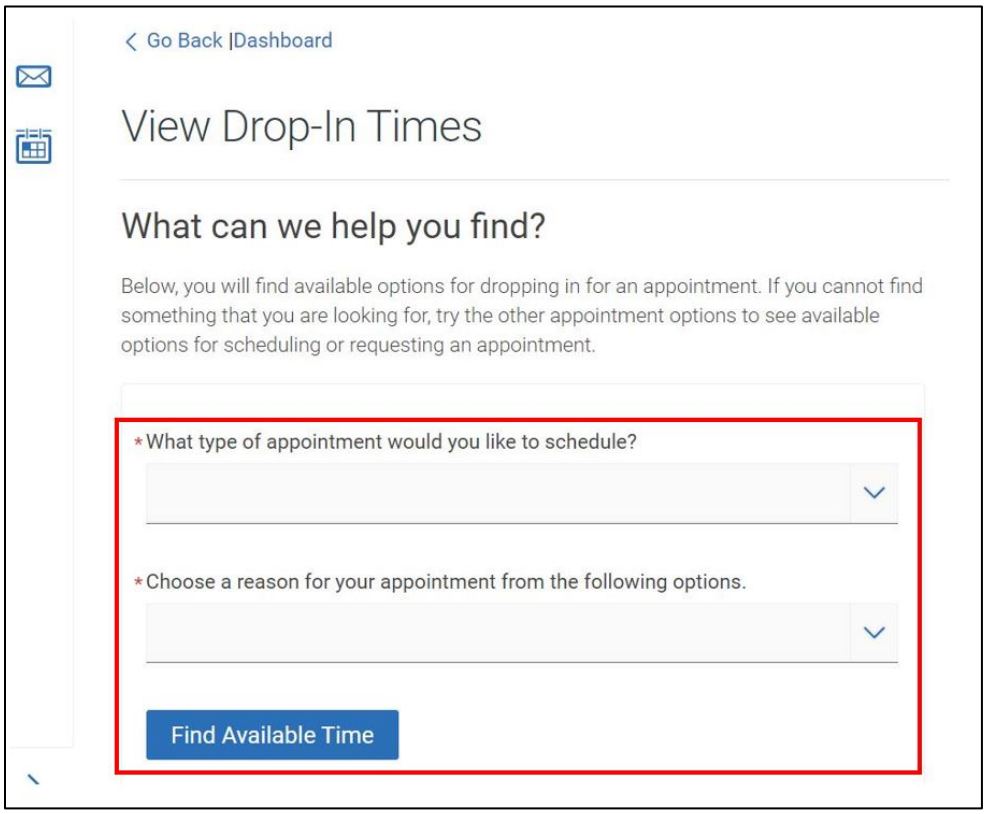



MANAGE APPOINTMENT
OSS General Advising
All Attendees
Pedro Navarro
(Organizer)
Billy Bronco
Cancel My Attendance
Reason:
No longer able to attend
Comments:
Don't Mark
Mark as Cancelled
Cancel My Attendance
Close


MANAGE APPOINTMENT
OSS General Advising
All Attendees
Pedro Navarro
(Organizer)
Billy Bronco (cancelled)
Appointment Cancelled
Billy Bronco Cancelled this Appointment due to No longer able to attend
Cancelled Mar 16 2020 at 05:05 PM

Viewing Drop-In Times

To view drop-in times, go back to the main scheduling page. On the right side under Other Options, select the View Drop-In Times option.



On the View Drop-In Times page, select the type and reason. Then select Find Available Time.