

## How To Register

- Review the advising form and any other materials from CAM Advising for your degree plan.
- Go to [www.ucdenver.edu](http://www.ucdenver.edu) and click on **Course Registration** (under "Academic Life").
- Click on **Register Now Denver Campus**. This will take you to the UCDAccess login page.
- Bookmark the UCDAccess login page for easy reference ([www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess)).
  - **Username:** obtain with your official CU Denver email login credentials.
  - **Password:** same as your official CU Denver email login credentials.
  - Activating your official CU Denver email (for new CU Denver students):
    - [www.ucdenver.edu](http://www.ucdenver.edu) > Web Mail (upper right corner) > Downtown Campus Students > Account activation and forwarding information
    - Go to "Claim My Account" (may appear near bottom of page) and follow directions.
    - You will need your Student ID # to activate your account.
  - If you are a current continuing student and have forgotten your CU Denver email login credentials, you may reset your password and retrieve your login credentials by going to [www.ucdenver.edu](http://www.ucdenver.edu) > Web Mail > Downtown Campus Students > Password Reset. Enter your Student ID #, last name, and birthdate, and click "Find Account."
  - *If you have any difficulty logging in using your official University username and password, please contact the CU Denver IT Services Help Desk at 303-724-4357.*
- Upon successful login, click on the **Student** tab to begin using the UCDAccess portal, then select **Student Center** (halfway down the page).
- **Do not use your browser's "back" button to navigate through the Student Center.**
  - In the upper right and lower left corners of the page, you can use the drop-down menu and links to navigate to other sections of the Student Center.
- Note "Holds" and "Enrollment Dates" for registration eligibility.
- Click on the green **SEARCH FOR CLASSES** button in the upper right-hand side, just above the "Holds" box.
- Under **Enter Search Criteria**, use the drop-down menus to select "CU Denver", the appropriate Term, and "Denver Campus."
  - Extended Studies courses can be selected at this point – consult your advisor.
- Under **Class Search Criteria**, enter at least two criteria (e.g., "Course Subject" and "Show Open Classes Only").
  - Use the "Additional Search Criteria" for a detailed/specific search.
- Click **SEARCH** or hit return.
- Courses will appear in numerical order under the Collapse All/Expand All/Start A New Search line.
  - Use triangles at left to expand course-by-course.
  - Use "Expand All" button at top to expand the entire list.
- After expanding the listing(s), click **SELECT CLASS**
  - If this is the first time you have selected a class for the semester, you will be prompted to update or verify your contact information and emergency contact data.
  - Note the details of the course, including restrictions and/or prerequisites/corequisites.
  - If desired, click "wait list if class is full" option.
- Click **NEXT**
  - Course will be added to your Shopping Cart.
- **Shopping Cart** will hold your course selections for you until you are eligible and ready to register.
  - It will allow you to see if a course was open or closed at the time it was added to the cart, or if there is a waitlist for the class.
  - **ADDING COURSES TO YOUR SHOPPING CART IS FOR SCHEDULING AND PLANNING ONLY!**
  - **THIS DOES NOT REGISTER/ENROLL YOU FOR COURSES OR COMPLETE YOUR REGISTRATION.**
- When you are satisfied with your course selections in your Shopping Cart, the next step is to add the courses to your schedule.
- To add courses to your schedule, click the **Select** box next to each class you would like to add.
  - If you are adding more than one course at a time, enter the order you would like the classes to be added by using the **Enrollment Order** field next to each class.
- Click **PROCEED TO STEP 2 OF 3**
- The **Confirm Classes Page** (Step 2) allows you to check your class selection one last time before officially enrolling.
  - Click "Previous" to return to the Shopping Cart if you need to change anything.
- Once you have verified that your courses are correct, click the **FINISH ENROLLING** button (Step 3).
- **You have now registered for courses.**
- Click **MY CLASS SCHEDULE** to view your schedule and confirm enrollment or waitlist status.
- Return to the **Student** tab to print out your final schedule. You will need this to get your student ID card and/or current semester sticker.
- Don't forget to sign out and close your browser window.