Registration and UC Denver E-mail Guide

This guide includes the following information:

- How to set up your username and password in UCD Access and your UCD student email account. You will need your 9-digit student ID. Please note, your Username and Password are DIFFERENT from your Student ID.
- How to Self-term activate (if you need to, read below in the Who is able to register section to learn if you fall into this category.)
- And most importantly, how to register for your Spring 2013 courses!

Who is able to register?

Those who:

- Have completed pre-registration and have received an e-mailed admission letter with your Student ID.
  - This typically takes up to 2 weeks from the point you submit your pre-registration application.
- Those who have enrolled in a UC Denver course in Fall 2012 or more recently.
  - Students in this category will most likely need to self term activate before being able to register for the class. Instructions for this are included in this registration guide.

How to set up your Username and Password:

(If you do not know your student ID, please call the Registrar at 303.556.2389 to obtain it. You must have your student ID to set up your Username and Password, which are required for registration.)

1. Go to ucdenver.edu
2. Click on “Quick Links” written in blue in the upper right of the page
3. From the drops down menu select “UCD Access”
4. Once on the UCD Access login page you will need to click on “Need Help?” in the upper right corner.

5. Then Click on Denver Campus.

6. Scroll down the page till you see the “How to Claim & Register your Windows Live Account” and click on the link for “http://myaccount.ucdenver.edu”
7. Enter your Student ID, last name, and month and day of birth with the drop down menus.
8. Click on “Submit”

9. Answer security questions. Click “Submit” Then create your password and click “Submit”

10. A message will appear with your assigned Username and your UCD email address. Please write it down. The message will look like this:

Account successfully registered.
It may take 5 to 15 minutes for your password to be fully updated with other systems
Please take note of your username and email address below:

Username: ABCDXYZ
Email Address: ABCD.XYZ@UCDENVER.EDU
How to register using your new Username and Password:

1. Follow steps 1-3 above to get back to the sign-in page or copy and paste this link into your address bar: [https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html](https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html)

2. Enter your new User ID (from step 9 above) and Password and click Sign-in

Please NOTE – your User ID is not the same as your Student ID

3. Click on the Student Tab in the upper left corner of the Welcome Page. You’re now in the Student Portal.

4. Once logged into the Student Portal, click on Register for Classes
5. Select the current term, click on **Spring 2013** and make sure it say **Graduate Non-Degree**. Then click the “Continue” button.

6. The next screen you will see is the CU Denver “Tuition Payment Disclosure Statement. You will need to read through this page and then click “I Agree”.

7. On the page titled “Select Classes to Add” you’ll see a box under “Enter Class Nbr” as indicated with the red arrow, here you will enter the 5-digit course “class number” (e.g. 29986) and click “enter” –
8. Please double check that all the course information is correct. (such as: course prefix, course title, instructor’s name, etc.) If the course is correct, click “Next”.

9. Then, you will select the check box to the left of the course under the title “(term/year) UC Denver Shopping Cart,” and click on “Proceed to step 2 of 4”.


11. On the page titled “View Results”
   a. If there is a green check mark in the box titled “Status,” you were successfully enrolled in the course.
   b. If there is a red x in the box titled “Status,” you were not enrolled.
      i. The issue may be determined by selecting the button Resolve Errors.
      ii. In the box titled “Messages” there will be an error message stating why you were unable to register
Please Note: If you are not eligible to register, please complete Self Term Activation Steps below. Once you are activated, please continue to back at Step 5.

**SELF TERM ACTIVATION STEPS:**

a. Once you are in the student center, as shown in Step 4 above. You will click on “Term Information”

b. Then you will click on “Activate new term for enrollment”

c. Then you will be asked to activate in a program. You will select the “CU Denver” option and then click “Continue”

d. Then you will be asked to select the term you wish to activate for enrollment. You will select Spring 2013 from the drop down menu, and click “Continue”

e. “You have successfully activated a new term…” message will appear. Now you click on the “Add” tab to begin Registration.
How to View Your Schedule:
1. Once logged into the Student Portal, select the link for “Student Center”
2. Under the header “Academics,” select “Class Schedule” from the drop down bar

How to order your Transcripts:
You can request your transcript by creating an account through our new online transcript ordering system. You will use this account to order transcripts in the future, so be sure to note the email address and password you use to log in. If you need assistance, please contact the Office of the Registrar at 303.556.2389 or at registrar@ucdenver.edu

Whom can I contact for help with registration and the portal?
UC Denver CPE at 303.315.4985 or cpe@ucdenver.edu.
If it is a technical error, we will contact the services below:
Contact UIS Service Center at 303-735-4847 (303-735-4UIS), 877-554-4847 (Toll Free) or uis@cusys.edu
Hours: Monday to Friday, 8:00 a.m. - 7 p.m.
Summer Hours: Monday to Friday, 7:30 a.m. - 7 p.m.