

Continuing and Professional Education Registration

This complete set of instructions will guide you through the process of becoming an extended studies student



If you are a new Continuing and Professional Education student, please complete the four steps listed below.



Returning students should first try logging into the UCDAccess Student Portal.

STEP ONE

Complete New User Registration

STEP TWO

Submit Your Non-Degree Application

STEP THREE

Claim Your UCDAccess Student Portal Account

STEP FOUR

Register for Classes in UCDAccess



University of Colorado
Denver

Important Information

CU Denver Application

Username _____

Password _____

Student ID Number _____

UCDAccess Student Portal

Security Questions	Answers

Username _____

Password _____

Email Address _____

Course Registration

Class Number _____

Class Number _____

Class Number _____

Complete New User Registration

Before submitting your non-degree application, register as a new user.

A. Visit <http://www.ucdenver.edu/cpeapp> to access the application for Continuing & Professional Education.



Start with this step if this is the first time you have registered as a non-degree seeking student.

B. Complete *New User Registration* to generate your *application password*.



Click **Register Here** to begin the application process. You will choose a password and then receive your username via email.

Contact the Office of the Registrar at (303) 315-2600 or registrar@ucdenver.edu

if you are unsure whether you previously completed an application
OR
if you do not receive an email containing your application username.

C. Check your email for your *application username*. Record your username and password for step two.



Check your junk folder if you don't receive the email within an hour.

Username: _____

Password: _____


*The username and password generated in this step are for **the application in step two ONLY**.*

You are NOT registered for any courses at this point.

Submit Your Non-Degree Application

Complete the application to become a non-degree seeking student at CU Denver.

A. Return to <http://www.ucdenver.edu/cpeapp> to access the application for Continuing & Professional Education.

 Log in with your username and password from step one.

B. Select the appropriate career:


- **Graduate Non-Degree** if you are taking courses for credit and have already earned a Bachelors degree.
- **Undergraduate** if you are taking courses for credit but have NOT already earned a Bachelors degree.
- **Non-Credit** if you are taking non-credit courses.



It is very important that you select the appropriate career. Please contact us if you are not sure.


C. Upon selecting a *career*, you will be prompted to select a *program*, *field of study*, and *start term*.

D. Complete the application and be sure to click



E. Print your application summary . Record the nine-digit number in the field "EmplID." This is your **student ID number**.

Student ID: _____

 Then wait for an email with instructions to activate your UCDAccess student portal account.

It will take *at least* 24 hours for your student portal account to be created.

Please allow 1-2 business days before attempting step three.

*The student ID number generated in this step will be used in **step three**.*

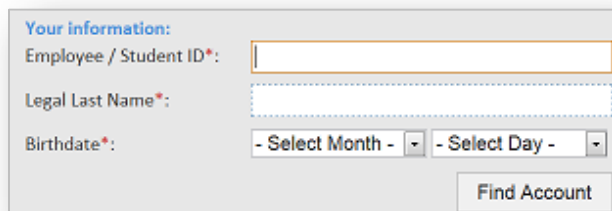
You are NOT registered for any courses at this point.

Claim Your UCDAccess Student Portal Account

Create your username and password to access the UCDAccess Student Portal.

A. Visit <https://myaccount.ucdenver.edu>

B. Enter your nine-digit *student ID* (EmplID), then select **Find Account**.



The screenshot shows a web form titled "Your information:". It contains three input fields: "Employee / Student ID*" (a text box), "Legal Last Name*" (a text box), and "Birthdate*" (two dropdown menus for month and day). A "Find Account" button is located at the bottom right of the form.

C. Choose five different security questions and record the answers.

D. Create a new password, then click *Submit*. Please take note of your **username** and **student email address** on the following page.

Username: _____

Password: _____

➔ If you forget the answers to your security questions, contact the **IT Help Desk (303) 315-3700** to reset your account. ****You must provide your student ID number****

➔ If you forget your *UCDAccess username or password* in the future, you will be directed to this Account Claim/Password Reset form.

If you receive the error message "Account not found", please be sure you have allowed **two business days** since completing step two. If you continue to get an error message after this, **contact the Registrar at (303) 315-2600**

The UCDAccess username and password generated in this step will be used in **step four**.

You are **NOT** registered for any courses at this point.

Register for Your Class(es) in UCDAccess

Log in to the Student Portal to enroll in classes.

A. Visit <http://www.ucdenver.edu/ucdaccess>, and log in using the *username and password from step three*.

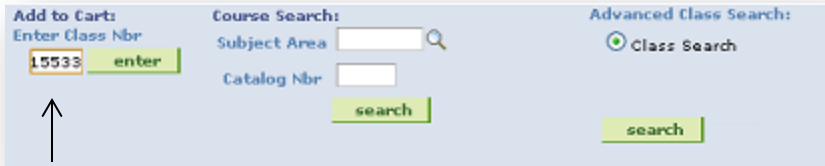
B. In the Student tab, click **Register for Classes**.


Registration & Records

Register for Classes


See your course schedule below after you have enrolled in one or more classes

C. Under *Add Classes*, enter the 5-digit *class number* and hit **Enter**, or search for a class.

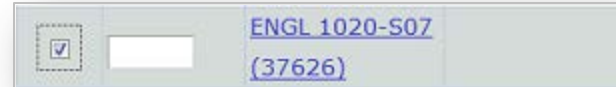


 *Some courses will not show up in a search and can only be accessed using a class number.*

D. Verify course information, then select **Next**.

 *Please be sure you have the correct section number.*

E. Select the class(es) in which you wish to enroll.



Then scroll down the page and click **Proceed to Step 2 of 4**.

F. Confirm that you have the correct class(es), then click **Finish Enrolling**.

CONGRATULATIONS!

You have successfully registered for your class(es)!

Verify that you are enrolled
by looking under the
“Academics” section in your
Student Center.

You are now registered.