Continuing and Professional Education Registration

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
Important Information

CU Denver Application

Username ________________________________

Password ________________________________

Student ID Number ________________________________

UCDAccess Student Portal

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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.

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

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

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.
A. Return to [http://www.ucdenver.edu/cpeapp](http://www.ucdenver.edu/cpeapp) to access the application for Continuing & Professional Education.

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.

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 **Submit Application**.

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.

   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](https://myaccount.ucdenver.edu)

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

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: __________________________

Email: ______________________________

*You must provide your student ID number*

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.

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.

If you forget the answers to your security questions, contact the IT Help Desk (303) 315-3700 to reset your account.

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

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

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.