UNC Account Activation & Registration

Registration is time-sensitive, please refer to the course for date information. For any questions please contact extended.campus@unco.edu.

Student Eligibility by State

At this time, UNC can serve online education to students from every state, the U.S. Virgin Islands and Puerto Rico. However, we are not currently accepting students to our online programs who reside in the CNMIs. Due to how fluid these agreements can be at the state or federal level, we recommend checking https://extended.unco.edu/about/unc-online/state-eligibility/ for details.

Step 1: Activate Ursa Account

Registration is accessed through Ursa, *UNC's online single point of access to secure information and tools. You can use Ursa to manage registration, view grades, order transcripts, view and pay student bills, complete forms and more.*

If you have NOT previously taken a UNC course or been admitted to UNC…

1. Please create your UNC account via the UNC non-degree-seeking application at https://admissions.unco.edu/account/register. On the UNC Application...
   - Follow the directions to register your account.
   - Once your account is created, "Start New Application" and choose "...Nondegree seeking."
2. Once you submit the non-degree-seeking application, it may take 48-72 hours to process your information. You will receive a confirmation email with your Bear Number and Bearmail (email) address. This email will go to the email address you provided on the Bear Application. All further UNC correspondence goes to your secure Bearmail account. It is important you know how to access it.
3. Activate your Ursa account: directions are available at https://apps.unco.edu/aboutursa/ (click "Account Activation Instructions").
4. Once your account is activated (this may take up to 30 minutes) you can log onto Ursa: https://ursa.unco.edu/ – to login, enter your Username/PDID (provided during your account activation) and the password you chose.

If you have attended UNC, but not within the last 12 months…

1. Your student account must be reactivated by completing the Returning Student Application: https://admissions.unco.edu/register/returning_student
   Processing may take up to 24 hours to process the Returning Student Application. A confirmation email is sent once the student record has been created.
2. Re-activate your Ursa account: directions are available at https://apps.unco.edu/aboutursa/ (click "Account Activation Instructions").

If you have attended UNC in the last 12 months…

Sign into Ursa (https://ursa.unco.edu/) with your username and password, then skip to the *Register for Your Course* steps below.
- If you do not remember your password, click on "Password Reset" and follow the directions.
- If you receive the following message "your account has been disabled due to inactivity" please use the "If you have attended UNC, but not within the last 12 months…" directions above.

Step 2: Activate UNC BearMail

Note: BearMail is your student email system. All correspondence from UNC is sent to your secure BearMail account. Please check it often.
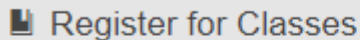
You can access your BearMail from within Ursa or by visiting http://bears.unco.edu.

- The first part of your BearMail address will be the same as your Ursa username [first four characters of your last name and a randomly chosen 4-digit number (e.g. smit1234@bears.unco.edu or fox4321@bears.unco.edu)].
- Your password is the same as your Ursa password.

Step 3: Register for Your Course(s)

1. Sign into Ursa at https://ursa.unco.edu/

2. On the *Student* tab under *Registration & Grades*, choose *Register, Add or Drop/Withdraw Classes* option:

Registration and Grades

Register for Classes

- Registration Status
- Look Up Classes
- Register, Add or Drop/Withdraw Classes
- Registration Help
- Week at a Glance
- Detail Schedule
- Change Class Options
- Registration History
- View Student Information

3. Choose *Register for Classes,* then select a term and click *Continue*.

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

4. Go to Enter the CRNs and enter the CRN (five-digit class code) for the class. Click "Add to summary" and then "Submit."

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2019

1

CRN 15791 | College Composition ENG 122, 674

CRN

2 + Add Another CRN | Add to Summary

			Schedule	Schedule Details		Summary					**4** Look here to verify	Tuition and F

Class Schedule for {201850=Fall 2018}

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							

Title	Details	Cred	CRN	Schedule	Status	Action
College Composition	ENG 122, 674	3	15791	Lecture	Registered	None
Principles of Biology	BIO 110, 673	4	15660	Lecture	Registered	None

Open and close bottom panels to display extra registration information.

Total Hours | **Registered:** 7 | **Billing:** 7 | **CEU:** 0 | **Min:** 0 | **Max:** 17

Panels ▾

3 Submit

Once registered, you can view your courses by returning to the *Student* tab and choosing the *Detail Schedule* option under *Registration & Grades*.

If you receive a registration error due to the class being **Closed**, please contact extended.campus@unco.edu.

Access Canvas

Canvas is the online learning environment. You can log into your course starting on the date the course begins (if you register after the course began, it may take up to 24 hours to be able to access it in Canvas). To view and participate in your online course…
1. Go to Canvas Student Login: https://unco.instructure.com/login/saml/39
2. You will login using your full BearMail address.
3. For information and navigational tips on using Canvas go to: https://www.unco.edu/canvas/canvas-support/

Technical Support

If you encounter any problems, please contact our Technical Support Center at https://help.unco.edu.
You can also call 970-351-4357 or 800-545-2331.
Live Technical Support hours:
Mon-Fri: 8am to 7pm
Sat-Sun: 10am to 7pm

You can still submit Technical Support requests for assistance outside the live support hours. A ticket will be created and a technician will follow up with your request.