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## UNC Account Activation & Registration

Registration is time-sensitive, please refer to the course for date information. For any questions please contact 970-351-2594 OR [aimee.rogers@unco.edu](mailto:aimee.rogers@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. All 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 online Student Information Form: <https://apps.unco.edu/StudentInformationForm/>  
Processing may take up to 24 hours to process the Student Information Form. 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>.

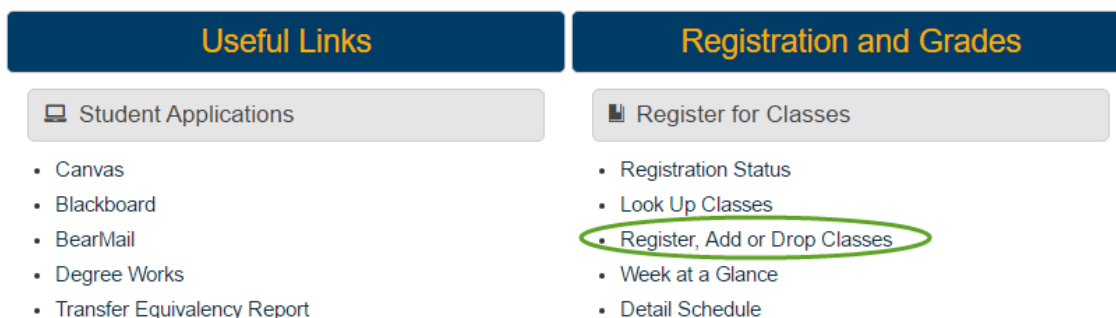
- The first part of your BearMail address will be the same as your Ursa username [first four characters of your last name and a randomly chosen 4-digit number (e.g. smit1234@bears.unco.edu or fox4321@bears.unco.edu)].
- Your password is the same as your Ursa password.

## Step 3: Register for Your Course(s)

1. Sign into Ursa at <https://ursa.unco.edu/>
2. Click on the **Student** tab.



3. In the **Registration and Grades** section, click on **Register, Add or Drop Classes**.



4. From the drop-down menu, select the term and click **Submit**.

Registration Term

Select a Term:

5. Enter the CRN (five-digit class code) for each class in the **Add or Drop Classes Worksheet** section and click on **Accept/Submit** to register.

Add Classes Worksheet

CRNs

|                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|

6. Once registered, you can view your courses by returning to the Student tab and choosing the "Detail Schedule" option visible in the step 3 image above.

If you receive a registration error due to class being **Closed**, please contact Extended Campus.

## 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: 7am 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.