

UNIVERSITY OF NORTHERN COLORADO EXTENDED CAMPUS

UNC Non-Degree-Seeking Account Activation

Step 1: Apply/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 (see below).
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.