Registration Instructions

Have you already taken a CU Succeed class? If “Yes”, skip to Step 2.

Step 1: Apply to CU Succeed

1. Go to [www.ucdenver.edu/cpeapp](http://www.ucdenver.edu/cpeapp)
2. Select the options shown in the box to the right.
   *Note: After you select an option the next box will appear.
3. After you complete and submit your application you will receive an email with your Student ID#. Record and keep this number, as you will need it to complete the registration process.

   Student ID:

   *Note: If you don’t receive an e-mail within 10 minutes and you have checked your Junk Mail, call CU Succeed at 303-315-7030.

   You are NOT registered for any classes at this point.

Step 2: Claim your Passport ID/Password Reset

1. Go to [https://myaccount.ucdenver.edu](https://myaccount.ucdenver.edu)
2. Follow the prompts and record the password and security questions you set.

   *Forgot your Student ID? Call CU Succeed at 303-315-7030.

3. The “Account Resources” page contains your username and student email account **(see special note). Record and keep this information, then exit the page.

   *Need to reset your password? Click on the link to change your password on the Account Resources page or go to [www.ucdenver.edu/passwordreset](http://www.ucdenver.edu/passwordreset). Passwords need to be reset every 90 days.

   You are NOT registered for any classes at this point.
Step 3: Register For Your Class

Before you register, find your Class Number:

- Go to [www.ucdenver.edu/cusucceed](http://www.ucdenver.edu/cusucceed) click
- Select the appropriate course list (Fall 2017)
- Find your high school and your class, write down your 5-digit class number

You must register by **October 3, 2017** to earn credit

How to Register For Classes:

1. Go to the PassportID portal and log in [www.ucdenver.edu/ucdaccess](http://www.ucdenver.edu/ucdaccess)
   
   *Forgot your password/password not working? Reset it here [www.ucdenver.edu/passwordreset](http://www.ucdenver.edu/passwordreset)*

   Navigate to Student Center> All Student Functions on the left hand side of the screen:

2. Navigate to Register for Classes (add/drop):

3. To Add classes, navigate to “Add Classes”:
4. Select your term, and select the “Continue” button:

<table>
<thead>
<tr>
<th>SELECT</th>
<th>TERM</th>
<th>CAREER</th>
<th>INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Spring 2017 UC Denver</td>
<td>Undergraduate</td>
<td>CU Denver</td>
</tr>
<tr>
<td></td>
<td>Summer 2017 UC Denver</td>
<td>Undergraduate</td>
<td>CU Denver</td>
</tr>
</tbody>
</table>

5. Before proceeding to registration, and once every term, you will be asked to verify your home and local addresses, provide your phone number, and verify your emergency contact:

Student Emergency Contact and University Emergency Notification System

In case of an emergency, make sure you get this message. The campus ENS provides information about the campus closures, extreme weather, and other emergencies—sent straight to your cell/mobile phone. By entering your cell phone number below, you will be registered.

Additional instructions:
1. Provide your HOME address.
2. Your local address is vital for contacting you nearby your campus of attendance.
3. All sections must be completed below.

5a. You will not be able to proceed to registration until you enter a home and local address type.

Addresses on file

HOME and LOCAL are required

<table>
<thead>
<tr>
<th>ADDRESS TYPE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Mail</td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td></td>
</tr>
</tbody>
</table>

Add a new address

Verify that the address(es) above are accurate and up to date

5b. Verify that your phone number is accurate. A cell phone number is required to proceed.

Phone numbers on file

Your cell phone information will be included in the CU Denver Emergency Notification System SHORTLY AFTER CENSUS DATE of the semester for which you are registering. If you specifically opt out (which is strongly discouraged) if you do not have a cell phone, enter 000-000-0000 and provide a landline phone number as your local phone.

CELL/MOBILE is required

<table>
<thead>
<tr>
<th>PHONE TYPE</th>
<th>Telephone</th>
<th>Cell/Mobile</th>
<th>PREFERRED</th>
<th>SELECT</th>
<th>MILITARY</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td></td>
<td>Cell/Mobile</td>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

Verify that the phone number(s) above are accurate

The phone number above is a 911 device?

By checking this box and entering a local or "000-000-0000" cell/mobile phone number I consent to partake of the Emergency Notification System. I will not receive notifications to my cell phone about emergencies occurring on campus. Note: If you opt out of receiving emergency notifications on your cell/mobile phone, you will still receive them by your University email account.
5c. Verify your emergency contact. You must list at least one person as an emergency contact before proceeding.

5d. Once you have verified this information, select “Continue” on the bottom right side of the page:

6. If you have not taken classes at the University of Colorado Denver before, you will be asked to electronically sign a Tuition Payment Disclosure Statement. If you agree, press “I Agree” at the bottom of the page.

7. Search by your Class Number:
   Don’t have it? Find it at www.ucdenver.edu/cusucceed under “Course Offerings.” **DO NOT SEARCH BY SUBJECT**

Enter your five digit class number and press “Submit Class Number”:

Your selected class should appear, and you can press “Next” to proceed:
8. Once you have your class/classes in your shopping cart, you are ready to proceed with enrollment. Select class/classes you wish to enroll in and press "Add Selected Classes":

To finish the process, select "Finish Enrolling":

If your request is successful, you will receive a message of "Success". If you receive an error message you are not enrolled, follow the prompts to resolve errors if necessary.

View the following status report for enrollment confirmations and errors:

Congratulations, you are enrolled!

Don’t forget to submit your Parent/Guardian Financial Responsibility Form to your Instructor by October 3, 2017