


Continuing & Professional Education Registration


 Have you already taken courses at CU Denver? If yes, skip to STEP 3: Register.

STEP 1 Apply to become a CU Denver student


 Apply online at www.ucdenver.edu/cpeapp.

 Which program should you choose? Contact the department offering your course if unsure.

- I am taking courses for credit and I have a Bachelor's degree. Choose **Graduate Non-Degree**.
- I am taking courses for credit and I do NOT have a Bachelor's degree. Choose **Undergraduate**.
- I am not taking courses for credit. Choose **Non-Credit**.

 After submitting your application, you will be emailed your nine-digit
Student ID Number _____


STEP 2 Claim your UCD Access Student Portal account


 You can activate your student account as soon as you receive the email with your Student ID Number. Visit <https://myaccount.ucdenver.edu>.

Username: _____

Password: _____


STEP 3 Register with Class Nbr XXXXX in UCD Access

 Forgot your password? Reset it at www.ucdenver.edu/passwordreset

 Sign in at www.ucdenver.edu/ucdaccess.

1. In the Student tab, click *Register for Classes*.
2. Verify personal information and agree to Tuition Payment Disclosure.
3. Enter your five-digit class number into the field "Class Nbr" and click *Enter*.
4. Verify course information and click *Next*.
5. Select classes from your shopping cart and click *Proceed to Step 2 of 4*.
6. Click *Finish Enrolling* and look for a green check mark.

 Pay your bill in your UCD Access Student Portal

 Order transcripts after your course is complete at www.ucdenver.edu/transcripts

 Having trouble? Contact us at (department phone) or (department email)