



UNIVERSITY OF NORTHERN COLORADO

Dual Enrollment Activation & Registration

For any questions, please contact dual.enrollment@unco.edu

Step 1: Complete the Dual Enrollment Application

ALL students need to complete the application process the first time they enroll in a Dual Enrollment course:

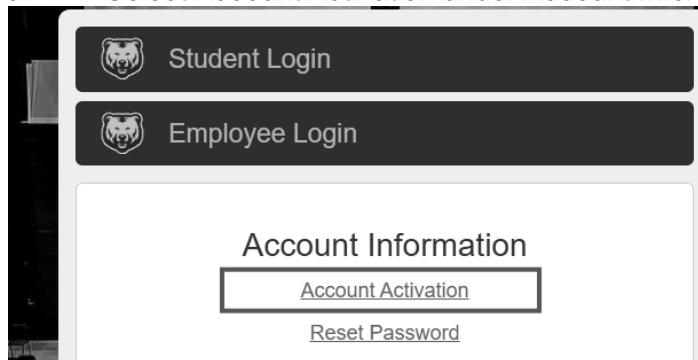
1. Go to <https://admissions.unco.edu/register/hsep>.
2. Select "At my high school"
3. Select term you plan to enroll/receive credit
 - a. Choose either Fall (August) or Spring (January)
4. Once you complete and submit the Dual Enrollment application and your parent/guardian submit the Dual Enrollment Parent Agreement, it may take 48-72 hours to process your information. You will receive an email with your Bear Number and Bearmail (email) address.

Step 2: Make Sure Your MyUNC Account is Active

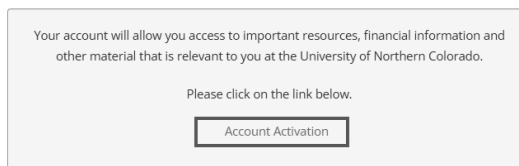
Note: Course registration is accessed through MyUNC. You can use MyUNC to manage registration, view grades, order transcripts, and view and pay student bills.

If you have not previously taken a UNC Dual Enrollment course, you will need to activate MyUNC first:

1. Activate your [MyUNC](#) account:
 - a. Select [Account Activation](#) under Account Information.



- b. Click [Account Activation](#) again.



c. Make sure the Account Type selected is **Student**. Enter your **Bear Number, Date of Birth, and Last 4 of your Social Security Number (SSN)**.

To begin the process, please select which account you are activating (Student or Employee). After that please enter your **Bear Number**, your **Birth Date** in MMdyyy format and the last four of your **Social Security Number**. If you do not know your Bear Number please use the **Bear Number Lookup tool**.

Important Note!

- If you **do** have a Social Security Number on file with UNC, please enter in the *last four digits*.
- If you **do not** have a Social Security Number on file with UNC, please enter your *full last name* instead.

Account Type
Student

Bear Number

Date of Birth
MMdyyy

Last 4 of SSN

CONTINUE

i If you do not have an SSN or it is not on file, you may enter your **full last name** instead with **capitalization for the first letter**.

d. Make note of your PDID and UNC Bearmail address. You will use your UNC Bearmail each time you log into MyUNC. Click Continue.

Username

Your PDID: (Personal Digital Identity)
test1234

Your Email Address:
test1234@bears.unco.edu

Please make note of your Email Address: You will use it to log into Ursa after your account has been activated. Utilizing your email is essential for effective campus communication.

CONTINUE

e. Create your account password and click on Set Password.

Set New Password

Create a new password, and retype the password for verification. Your new password must conform to the requirements listed on the right.

Password

Confirm Password

SET PASSWORD

Your password must:

- Not contain any part of your name
- Not begin with a number or symbol
- Password length must be between 12 and 30 characters
- Contain 1 or more characters from three of the following four categories:
 - Uppercase (A - Z)
 - Lowercase (a - z)
 - Numbers (0 - 9)
 - Special characters (Passwords may NOT contain spaces or the following characters: @ / , *)

f. Click Skip on Set Emergency Alert

g. Complete Microsoft Authentication steps

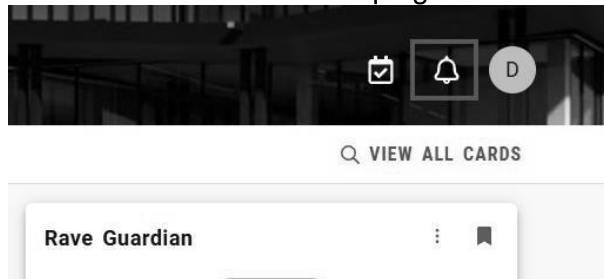
If you have previously taken a UNC Dual Enrollment course at UNC within the last 12 months:

Sign into [MyUNC](#) with your username and password, then skip to the *Register for Your Course* steps below.

- If you do not remember your password, click on **Reset Password** and follow the directions. If you cannot reset your password, please contact the Technical Support Center at 970-351-4357.

Step 3: Register for Your Course(s)

1. Sign into [MyUNC](#)
2. Complete Statement of Financial Responsibility and Emergency Contact
 - a. Select Notifications at the top right:

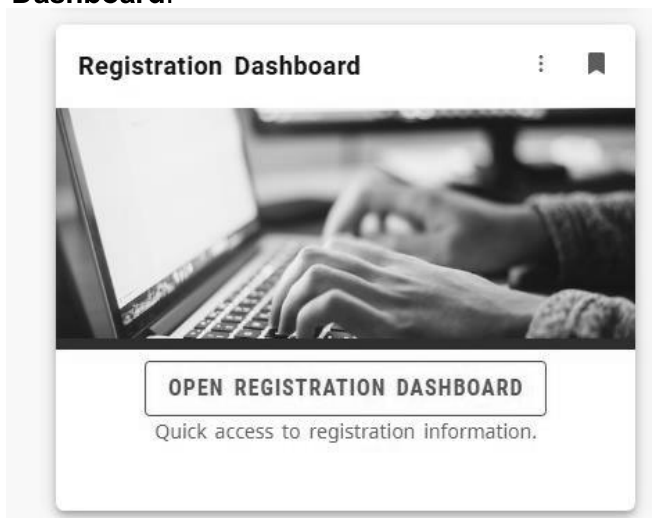


- b. Click View task under each item:



- c. Complete both tasks and return to MyUNC Home page

3. On the **Home** tab under **Registration Dashboard**, choose **Open Registration Dashboard**:



4. Choose **Register for Classes**, select a term, and then 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.

UNC

Student • Registration • Select a Term

Select a Term

How would you like to search? ⓘ

Terms Open for Registration

Fall 2021

Summer 2021

5. Go to the **Enter CRNs** tab and enter the CRNs provided by your High School

UNC

Student • Registration • Select a Term • Register for Classes

Register for Classes

Statement of Financial Responsibility Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2021

CRN

+ Add Another CRN Add to Summary

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2019

1

CRN 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...

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.

3 Submit

If you receive a registration error, please contact dual.enrollment@unco.edu