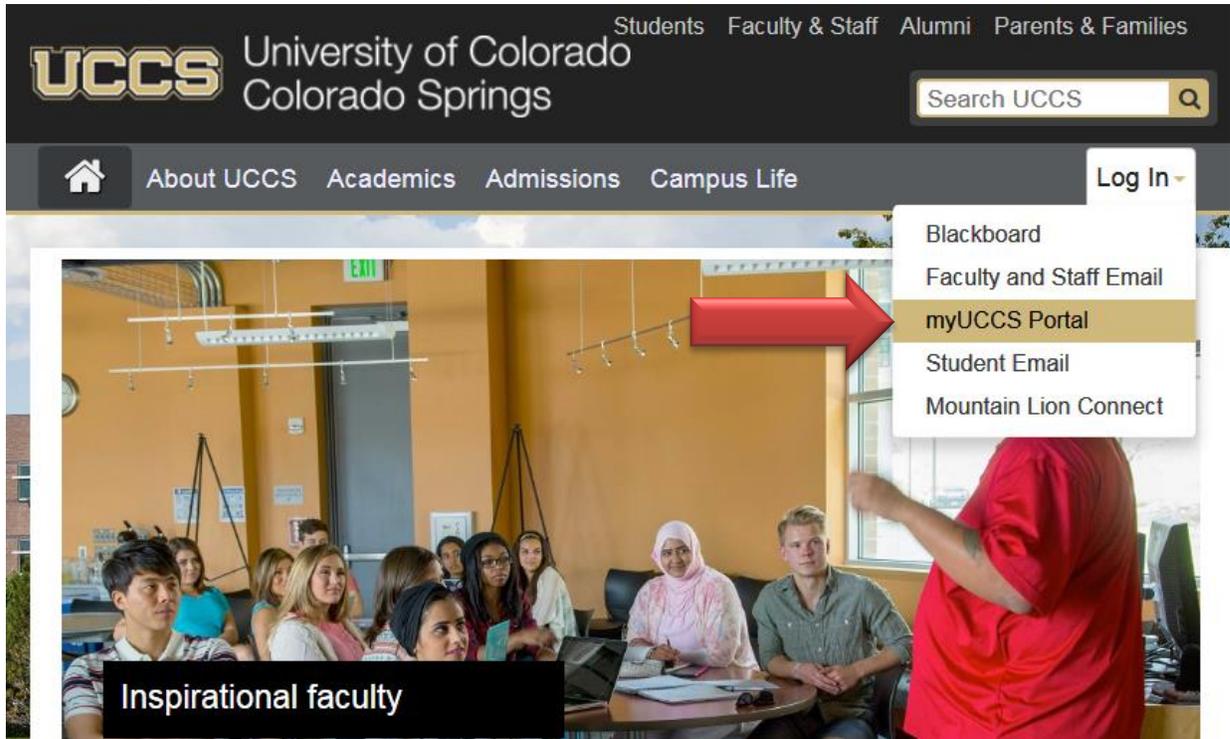
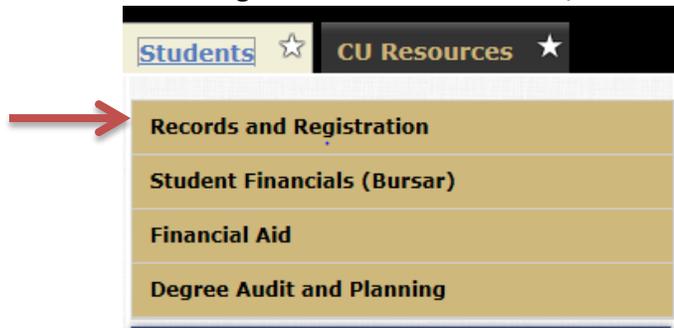


## How to Add a Permission Number

- 1) **Accessing the Student Self Service Center:**
  - a) Go to **MyUCCS Portal** or select the **Access** link below.



- b) Log on with the username and password assigned for campus webmail and campus computers. If you have problems logging on, contact the UCCS IT Help Desk at (719)255-3536 or [helpdesk@uccs.edu](mailto:helpdesk@uccs.edu) or visit [https://accounts.uccs.edu/cgi-accounts/claim\\_account\\_wiw.pl](https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl)
    - c) Click on **Records and Registration** to access the drop down menu.



- d) Select **Access Student Self Services** button.



2) **Searching and Selecting Courses Using the Shopping Cart**

a) In Academics section select **Search** link



b) In the Course Search section:

- i) Institution= **CU Colorado Springs**
- ii) Term = Current Term Registering For (**Fall, Spring or Summer**)
- iii) Campus = **Colorado Springs Main Campus**

A screenshot of the 'Search for Classes' form. The form has a blue header. Below the header are two dropdown menus: 'Institution' with 'CU Colorado Springs' selected and 'Term' with 'Fall 2015 UC Colo Springs' selected. Below these are instructions: 'Select at least 2 search criteria. Click Search to view your search results.' and 'Use Additional Search Criteria to narrow your search results.' There is a 'Class Search' section with a dropdown menu for 'Campus' set to 'Colorado Springs Main Campus'. Three red arrows point to the 'Institution', 'Term', and 'Campus' dropdown menus.

c) Enter the **Course Subject** and **Course Number**.

A screenshot of the 'Subject' and 'Course Number' input fields. The 'Subject' field has a green button that says 'select subject' and an empty text input box. The 'Course Number' field has a dropdown menu set to 'is exactly' and an empty text input box. Two red arrows point to the empty input boxes.

- d) Select the **Search** button.
- e) Scroll down to see list of courses. Click the **green arrow** next to any of the course titles to see course section details.
- f) To put course in Shopping Cart – click the green **Select** button.
- g) A confirmation screen is displayed. Input **Permission Number**.

|                       |                      |
|-----------------------|----------------------|
| <b>Permission Nbr</b> | <input type="text"/> |
| <b>Grading</b>        | Letter Grade         |
| <b>Units</b>          | 1.00 ▼               |
| COF Eligible          |                      |

- h) Click the **Next** button.
  - i) A **green checkmark** appears affirming course has been added to your **Shopping Cart**.
- 3) **Registering for Courses – Moving courses from your Shopping Cart into your Schedule.**
- a) Click on the **Enroll** tab.
  - b) Place a **check mark** in the box left of **each** class that you want to enroll in.
  - c) Click on the green **PROCEED TO STEP 2 OF 4** button. If there are conflicts, requisites or closed courses blocking registration, they will be displayed. If no restrictions appear, click on green **Finish Enrolling** button.
- 4) The final step is to click on the **My class schedule** link or tab to see and confirm your enrollment schedule.