



# Student Account Activation

1. Point your computer's Internet browser to <http://ursa.unco.edu> and click on **New Students Start Here.** (Fig. 1)
2. Enter your **Bear Number** and **Birth Date** and click on **Login.** If you don't know your Bear Number, click on "What's my Bear Number?" in the left-hand navigation menu. (Fig. 2)
3. Validate your identity by entering the last four digits of your **Social Security Number (SSN)** and click on **Login.** (Fig. 3)

**If you don't have an SSN** or it isn't on file, a different screen will ask you to enter your last name to validate your identity. (Not shown)

Fig. 1



Fig. 2

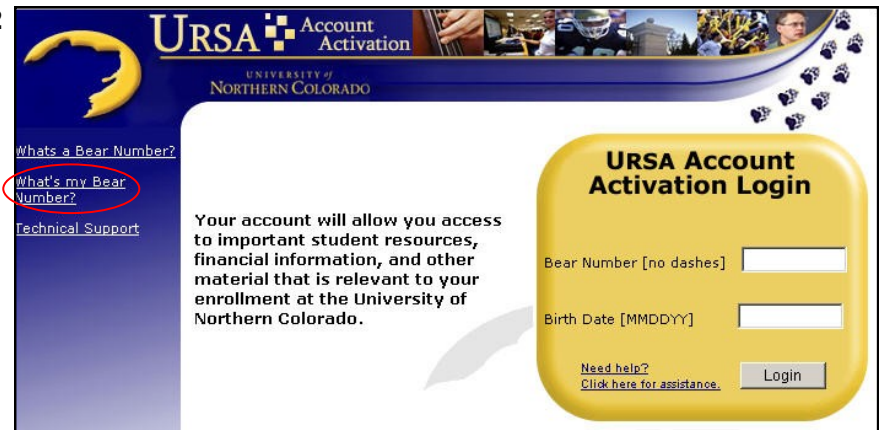
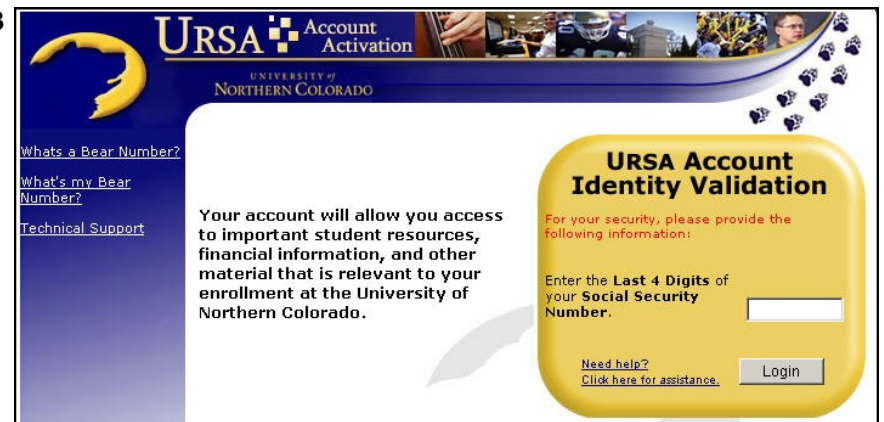


Fig. 3



(continued on reverse)

4. **Make note of your PDID and UNC e-mail address.** You will use your PDID each time you log in to Ursa after your account has been activated. Click on **Continue.** (Fig. 4)
5. Create your account password and click on **Continue.** (Fig. 5)
6. Activation of your Ursa account is underway and could take up to 5 minutes to complete. Your account will be ready to use then. Close any browser windows associated with the Ursa account activation process to ensure the security of your personal information. Click on **Finish.** (Fig. 6)
7. You'll be directed to the About Ursa website at [www.unco.edu/aboutursa](http://www.unco.edu/aboutursa) for additional information about Ursa. (Fig. 7)

Fig. 4

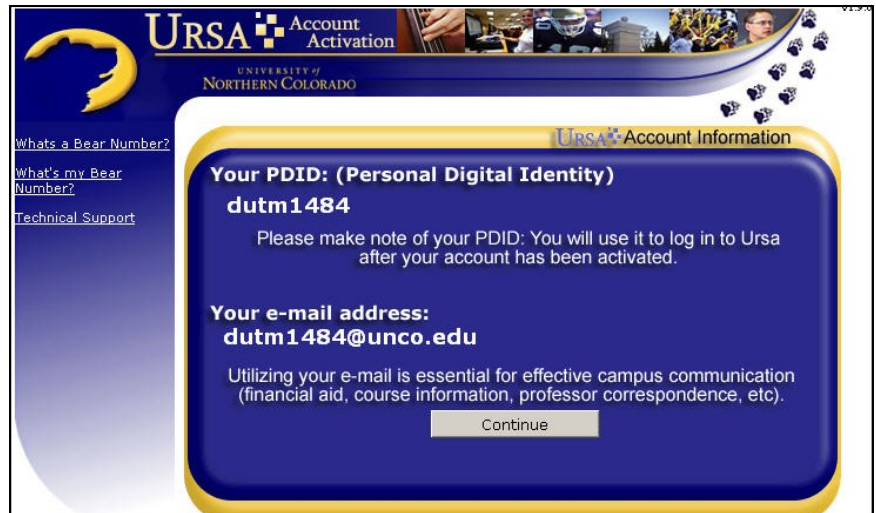


Fig. 5

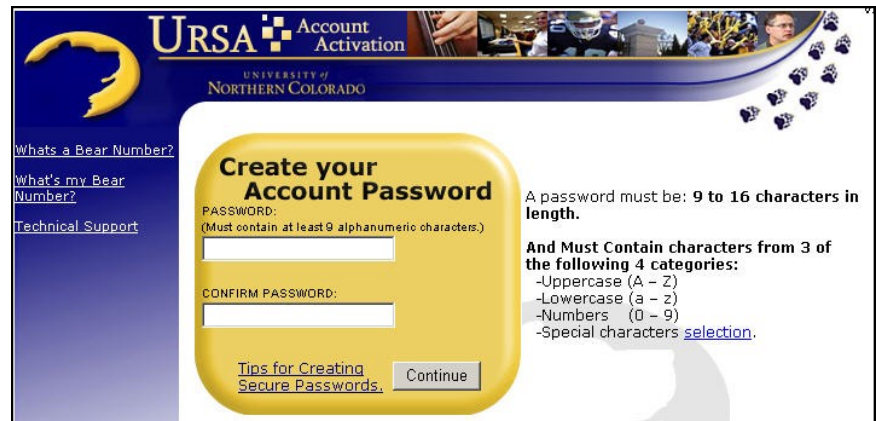


Fig. 6

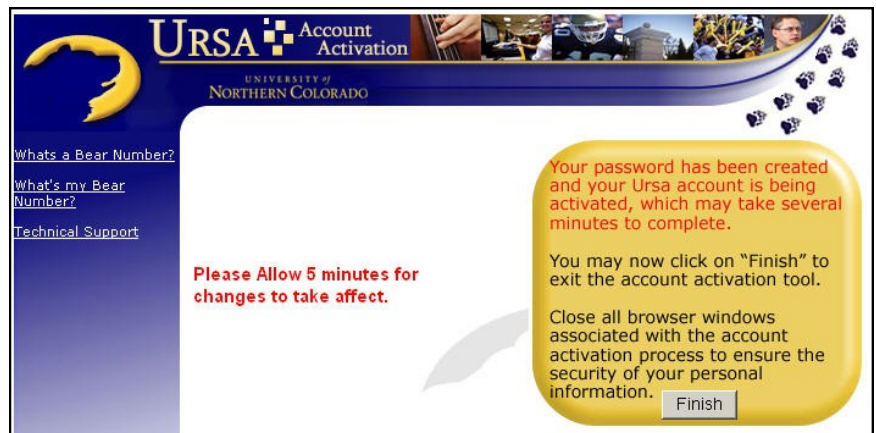
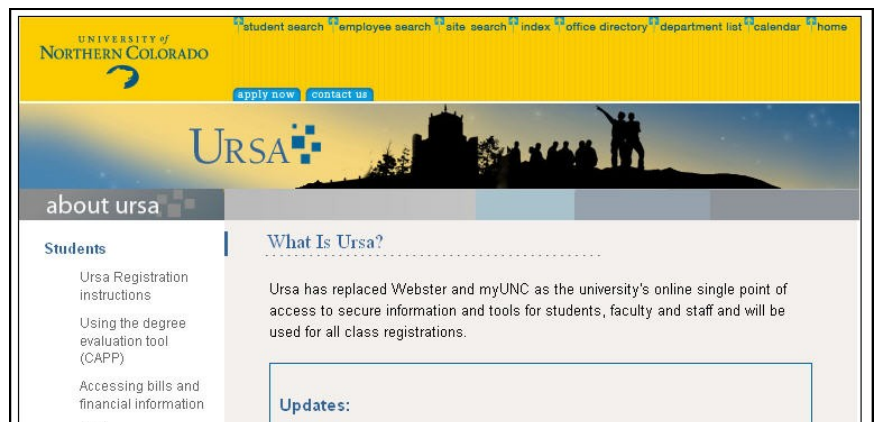


Fig. 7



**Important Note**

Whenever you use Ursa in the future, *don't forget to log out.* Ursa contains personal information such as grades, financial aid, e-mail addresses, etc. and if you don't log out someone else might be able to access it.

**Ursa Help**

If you have problems activating your account, please contact the Technical Support Center at 970-351-4357 or [www.unco.edu/it/SupportU.htm](http://www.unco.edu/it/SupportU.htm) 24 hours a day, seven days a week, 365 days a year.