



1. Go online to <http://ursa.unco.edu>.
2. If you've never logged onto Ursa, click on **New Student?** to activate your Ursa account. If you've used Ursa before, proceed to Step 3. (Fig. 1)
3. For **User Name** enter the first part of your BearMail e-mail address (e.g. Smit7284) (Fig. 1)
4. Enter your password. (If you don't remember it, click on **Forgot your password?**). (Fig. 1)
5. Click on **Login** once you are in Ursa, your name is displayed under the top Ursa banner. (Fig. 2)
6. Click on the yellow **Student** tab. (Fig. 2)
7. In the **Registration Tools** box, click on **Add or Drop Classes**.
8. From the drop-down menu, select the term you want to register for and click on **Submit**. (Fig. 3)
9. To find classes:
 - If you know the CRN numbers (five-digit class codes) enter them on the **Add or Drop Classes** page and click on **Submit Changes**. (Fig. 4)
 - To look up your class, click on the **Class Search** button at the bottom of the page. (Fig. 4)
10. On the **Look Up Classes** page, you **must** select a **subject**, but you don't have to select anything else. (Fig. 5, on reverse)

(Fig. 1)

Secure Access Login

User Name:

Fac/Staff Example: Joe Smith
Student Example: **smit1234**

Password:

Having problems logging in? [Click here.](#)
Forgot your password? [Click here.](#)
[New Student? Click here.](#)

Always Log Out
URSA Security
Numerous security precautions, including SSL encryption, have been taken to safeguard URSA

Welcome to URSA.
University Resource for S

URSA is the secure, elect
Colorado faculty, staff ar
more efficient and more

- Giving faculty, staff and activities and interests.
- Integrating communica
- Facilitating communicat
- Furthering the universi
- Opportunities for all stud
- Serving as the single a
- financial aid data neede

(Fig. 2)

My Account
Content/Layout

Welcome Your name
You are logged in.

Home My Tab Resources Help **Student**

Campus Announcements

URSA News
Welcome to URSA, UNC's secure, electronic gateway to real-time it features updates on the implementation of UNC's new integrated answers to common questions, information about system changes temporary inconveniences.

To view student records such as holds and credits completed, ple

To search for classes and register for summer semester, please lo

To search for classes and register for fall semester, please use the Registration Tools - Fall.

Helpful Hints for New Users
Before contacting the Technical Support Center for help with Bann that appears in the lower left corner of your screen.

Access the Banner Financial Services Training Manual online at [www](#) the training manual link under "News to Note."

Ask questions about the Finance module or report technical proble [Support Center's online submission form.](#)

• Visit the UNC Calendar
• Send us your announcements

Personal Announcements
You currently have no personal announcements

(Fig. 3)

Personal Information **Student and Financial Aid** Employee

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Registration Term

800080516 Gary A. Dutmers
Jun 09, 2006 09:30 am

Select a Term:

(Fig. 4)

Personal Information **Student and Financial Aid** Employee

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Add or Drop Classes

800240849 Jesse C. Clark
Fall 2006
Jun 09, 2006 11:17 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

The more selections made on this screen, the fewer classes that will appear. Most students only select a subject so that all classes in that subject will appear.

11. Click on the **Class Search** button at the bottom of the page. The next page lists all the classes offered. (Fig. 5)

12. To select a class, click on the **checkbox** next to the CRN.

You can only register for classes that have a checkbox next to the CRN. If there is a "C" in the button's place, the class is closed.

13. Go to the bottom of the page and click on **Register** to add the class to your schedule.

Common Registration Error Messages and Corrective Actions Approval

- permission has not been processed. See the appropriate person to have the permission processed. Once it has been processed you will need to web register for the course. This applies to course pre-requisites, co-requisites, and major/college restrictions.

Class Closed - the course is full. You will need to register for another section or course.

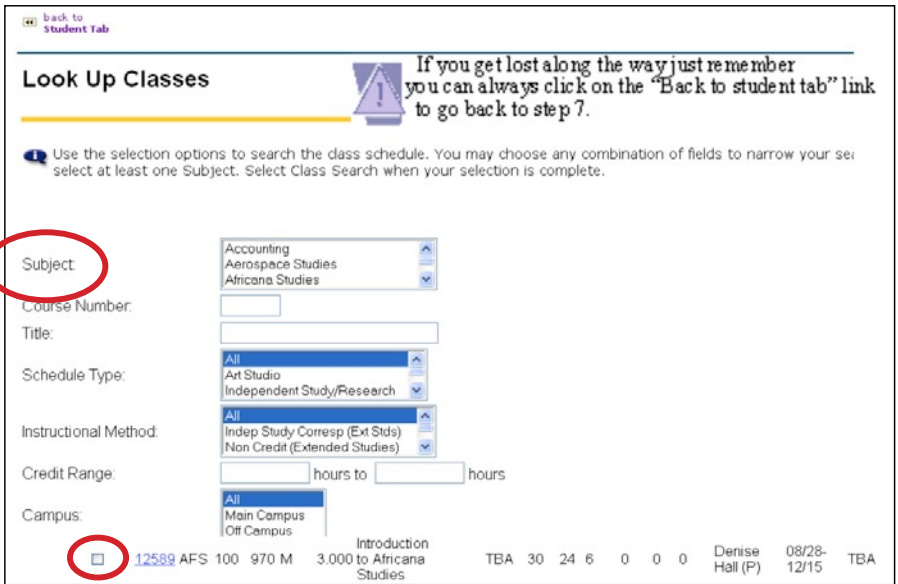
Link Error - you have registered for a lab or lecture section without the corresponding lecture or lab, or for a course with a co-requisite. Use the Add Class area to add BOTH the lecture and lab sections at the same time.

Time Conflict - course times overlap. Choose a different section for one or both of the conflicting classes, then add both classes to your registration.

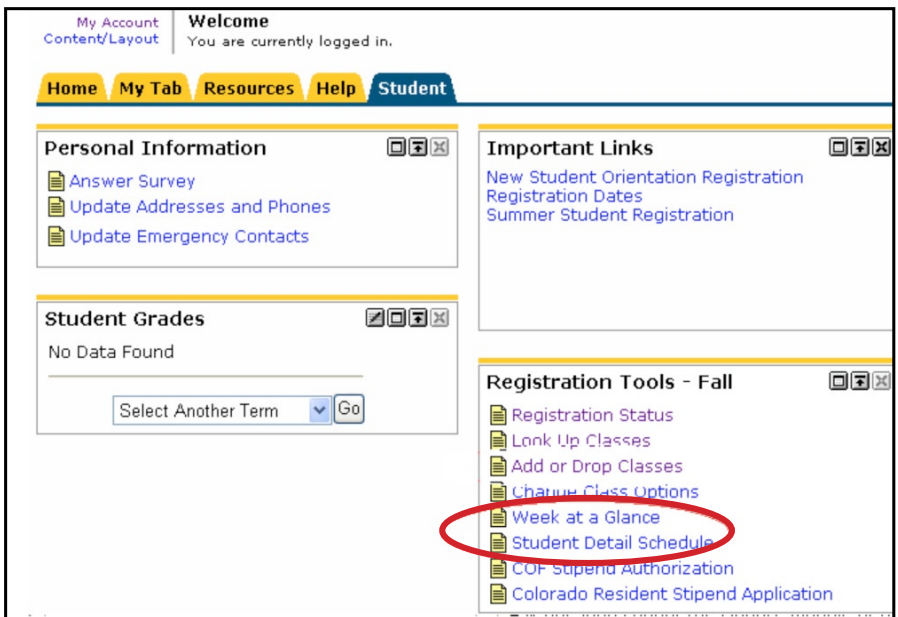
14. To find another class to register for, repeat Steps 9-13.

15. To see your schedule, click on the Back to Student tab at the top of the page and then click on either Week at a Glance or Student Detail Schedule (Fig. 5)

(Fig. 5)



(Fig. 6)



Once you are done **DON'T FORGET TO LOGOUT**. 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.



You're Done!

Ursa Portal Entry Troubleshooting
 If you have problems logging on to Ursa please contact the Technical Support Center at 351-4357, 7a.m.-midnight, Monday-Friday or Noon-7p.m. Saturday and Sunday.