

Activating your student records through UNC's Ursa

1. What is Ursa? Ursa is the online tool to register for classes, review financial aid, change your address, check campus announcements and access many other tools.
2. Using a web browser, go to the UNC site at <http://ursa.unco.edu/>. If you have not been an "active" student or are a new UNC student, follow directions at the bottom left hand side of this page; or click on 'new student' on the top left side of this page . If you have a pop-up blocker installed on your computer you will need to follow the instructions on the screen to remove the pop-up blocker in order to access Ursa. (Be sure you have your Bear number and your Bearmail (email) information ready; your Bear number and Bearmail address is enclosed at the top of this email and is necessary to activate your Bearmail information/password.
3. In the Secure Access Login area of <http://ursa.unco.edu/> you will need to enter your User Name (the first eight characters of your Bearmail) and Password (the same password that is used to access Bearmail) and then click the Login button.
 - With Ursa, you'll be able to:
 - Accept or decline financial aid awards
 - See balance of remaining work-study
 - Check financial aid status
 - View and search catalog and class schedule
 - Register for classes
 - Check e-mail
 - Get campus announcements directed at students
 - View grades
 - View progress toward degree
 - View and pay account balances
 - View and order transcripts

Instructions for getting onto your online class

ACCESS your online/Blackboard course by using a browser and typing in the following URL: <http://bb.unco.edu> or <http://unco.blackboard.com> (you will NOT be able to access your course until the first day of class)

USERNAME: first 8 characters of the UNC generated email/Bearmail address

PASSWORD: is the same as you use to access URSA and your bear email account

Please consider logging onto the UNC Blackboard Help site for more assistance with your online course at: <http://www.unco.edu/blackboard/student.html> and click on Student Support.

Technical Support Center staff and services are now available to you 24 hours a day, 7 days a week and 365 days a year. Online technical support is a new service accessible at all times through the SupportU portal: <http://www.unco.edu/it/supportu.htm>. You can also continue to dial (970) 351-(HELP) or 1-800-545-2331 to contact any one of our skilled support representatives.