

## Ursa Student Account Activation Instructions

---

1. Point your computer's Internet browser to <http://ursa.unco.edu> and click on **I am a new student and need to activate my account**.

UNIVERSITY of  
**NORTHERN COLORADO**

UNC WEB CONNECTION Need help? (

**Secure Access Login**

**User Name:**

Faculty/Staff example: Joe.Smith  
Student example: smit1234

**Password:**

[I am having problems logging in.](#)  
[I forgot my Bear Number.](#)

Forgot Password: [Student](#) | [Faculty/Staff](#)

**Welcome to Ursa – University Resource**

Ursa is the secure, electronic gateway to re  
faculty, staff, and students. Ursa makes UNC  
and more effective.

**Ursa Security**

Numerous security precautions, including S  
personal information. Technologies such as  
However, it is also your responsibility to h  
steps below you can help keep this inform

- Never share your Password with anyo
- Your user name and password are yo
- Always log out of Ursa and close your
- Only access information from trusted c
- Choose strong passwords.

If, for any reason, you believe your accoun  
Center immediately for assistance at (970)

**URSA Account**

Your account provides you with secure  
access to Ursa, e-mail, and University  
Resources.

- I am a **new student** and need  
to activate my account.
- I am a **new faculty member**  
or **staff member** and need to  
activate my account.

**What's Inside?**

- **INB (Internet Native Banner) Access**
- **Campus Announcements**

2. Enter your **Bear Number** and **Birth Date** and click on **Login**. If you don't know your Bear Number, click on "I Forgot my Bear Number?" in the left-hand navigation menu.

URSA Account Activation  
UNIVERSITY OF NORTHERN COLORADO

Whats a Bear Number?  
**What's my Bear Number?**  
Technical Support

Your account will allow you access to important student resources, financial information, and other material that is relevant to your enrollment at the University of Northern Colorado.

**URSA Account Activation Login**

Bear Number [no dashes]

Birth Date [MMDDYY]

[Need help? Click here for assistance.](#)

3. Validate your identity by entering the last four digits of your **Social Security Number (SSN)** and click on Login. If your SSN isn't on file, you'll be asked to enter your last name.

URSA Account Activation  
UNIVERSITY OF NORTHERN COLORADO

Whats a Bear Number?  
[What's my Bear Number?](#)  
[Technical Support](#)

Your account will allow you access to important student resources, financial information, and other material that is relevant to your enrollment at the University of Northern Colorado.

**URSA Account Identity Validation**

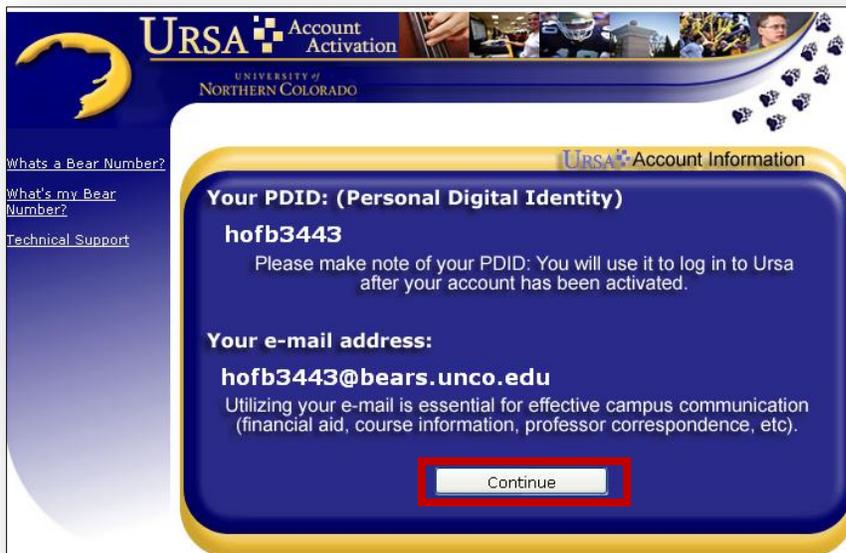
For your security, please provide the following information:

Enter the Last 4 Digits of your Social Security Number.

[Need help? Click here for assistance.](#)

**Did You Know?** You'll use Ursa, the university's online single point of access to secure information and tools, to access your university e-mail account, register for classes, view your financial aid award letter, check and pay your student bill, view campus announcements and to access a variety of other information.

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**.



The screenshot shows the 'URSA Account Activation' page for the University of Northern Colorado. The page title is 'URSA Account Information'. It displays the user's PDID as 'hofb3443' and their e-mail address as 'hofb3443@bears.unco.edu'. A 'Continue' button is highlighted with a red box. On the left side, there are links for 'Whats a Bear Number?', 'What's my Bear Number?', and 'Technical Support'.

5. Create your account password and click on **Continue**.



The screenshot shows the 'URSA Account Activation' page for the University of Northern Colorado. The page title is 'URSA Account Activation'. It displays the 'Create your Account Password' section. The password requirements are: 'A password must be: 9 to 16 characters in length. And Must Contain characters from 3 of the following 4 categories: -Uppercase (A - Z) -Lowercase (a - z) -Numbers (0 - 9) -Special characters [selection](#).' There are two input fields for 'PASSWORD:' and 'CONFIRM PASSWORD:'. A 'Continue' button is highlighted with a red box. On the left side, there are links for 'Whats a Bear Number?', 'What's my Bear Number?', and 'Technical Support'.

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**.



7. You'll be directed to the Ursa login page at <http://ursa.unco.edu>.

### 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.