How to view your Final Course Grade(s)

*Follow the instructions below to view your grades from any course you have taken for credit with UCCS

1. Visit www.uccs.edu/students

2. On the right hand side, under ‘Quick Links” select “MyUCCS PORTAL”

3. Log in using your UCCS Username and Password
   - Your Username is the first letter of your first name followed by up to 7 letters of your last name (sometimes numbers are included at the end)

4. Under the top section ‘Records and Registration’ click the top box: “Access Student Self Services”

5. Under the top section ‘Academics’ there is a drop-down list – highlight “Grades” and click enter

6. Select which term (semester) of grades you would like to view!

How to Access your Unofficial Transcript

*Should you need an official transcript, you can request these from the same location

1. Complete steps 1-4 as listed above!

2. Within the “Access Student Self Services” and under the top section ‘Academics’ there is a drop-down list – highlight “Transcript: View Unofficial” and click enter

3. Leave all of the information in the dropdown lists the way they are:
   - Home Institution = CU Colorado Springs
   - Select Transcript Type = All CU Careers

4. Click the Green “View Unofficial Transcript” Button
   - NOTE: It may take a moment to process your request, so do not click the button multiple times if you do not see anything right away!

5. You should see a PDF document appear in a new tab, simply print this out!