How to Search for Find Your Date and Time to Register

1) **Accessing the Student Self Service Center:**
   a) Go to MyUCCS Portal or select the Access link below.

   ![Image of myUCCS Portal]

   b) Log on with the username and password assigned for campus webmail and campus computers. If you have problems logging on, contact the UCCS IT Help Desk at (719)255-3536 or helpdesk@uccs.edu or visit https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl

   c) Click on **Records and Registration** to access the drop down menu.

   ![Records and Registration]

   d) Select **Access Student Self Services** button.
2) Midway down on the left-hand side, Find the Enrollment Dates box. Select the details button.

3) If incorrect term is shown select Change Term.

4) Select the correct term and select Continue.

5) Your correct time and date of enrollment is listed next to Main Campus Sem (Colo Springs).