How to Add a Permission Number

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

   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.

   d) Select Access Student Self Services button.
2) **Searching and Selecting Courses Using the Shopping Cart**
   
a) In Academics section select **Search link**

b) In the Course Search section:
   i) **Institution= CU Colorado Springs**
   ii) **Term = Current Term Registering For (Fall, Spring or Summer)**
   iii) **Campus = Colorado Springs Main Campus**

c) **Enter the Course Subject** and **Course Number**.

  
  **Subject**
  
  **Course Number**
  
  is exactly

  
  d) Select the **Search button**.
  
e) Scroll down to see list of courses. Click the **green arrow** next to any of the course titles to see course section details.
  
f) To put course in Shopping Cart – click the **green Select button**.
  
g) A confirmation screen is displayed. Input **Permission Number**.
h) Click the **Next** button.

i) A **green checkmark** appears affirming course has been added to your **Shopping Cart**.

3) **Registering for Courses – Moving courses from your Shopping Cart into your Schedule.**
   a) Click on the **Enroll** tab.
   b) Place a **check mark** in the box left of **each** class that you want to enroll in.
   c) Click on the green **PROCEED TO STEP 2 OF 4** button. If there are conflicts, requisites or closed courses blocking registration, they will be displayed. If no restrictions appear, click on green **Finish Enrolling** button.

4) The final step is to click on the **My class schedule** link or tab to see and confirm your enrollment schedule.