

Registering for Courses on MyUCF

To access your Student Center for the first time login to <https://my.ucf.edu>

1. At the login page, click on “Click here to get your PID” if you do not have it accessible
 - a. Follow instructions on the page to get PID. After retrieving your PID, click “Return to Login”
2. Log in using your **PID** and the **default password** (Pyymmdd using your birthday. P must be capitalized). You will be prompted to change your password by typing in a new password twice. New password: at least 6 characters long and must contain at least 2 letters and 2 numbers/symbols.

After logging in, the MyUCF Home page appears:

1. In the upper left hand corner, in the “myUCF Menu” box, click on “**Student Self Service**”
2. Once Student Center page has loaded, look under the “Academics” section. Click on “**Enroll**” (Note: if it is before your assigned enrollment appointment time, you can use the “plan” feature and place your desired classes in the shopping cart. You must return later to add the classes during registration. The shopping cart will track enrollment, so you can swap out closed classes for open sections prior to enrolling at any time)
3. Select the appropriate term. If you are enrolling for Summer and Fall, or Summer Fall and Spring, you will want to enroll for one term at a time.
4. You can either click “**search**” to look for open classes or enter the 5 digit class number and click “**enter**”. Open classes are indicated with a green circle, closed classes are indicated by a blue box.
 - a. When you click “**search**” to search for open classes, you will enter your course prefix (i.e. HFT , IDS, CGS, etc) in the box next to “**Course Subject**”, then the four digit course number (i.e. 2500, 3933, 1000, etc) next to “course number” (You may change the drop down boxes in order to narrow your search to courses on a specific campus, courses offered online, etc). Make sure that the “**course career**” is set to Undergraduate. Only open sections will be displayed so long as “**search open classes only**” is checked. Click “**search**”.
5. After locating the course, click “**select class**”, then “**next**”, then “**proceed to step 2 of 3**”. You will need to accept the UCF terms and conditions (please read this at least once). Once you accept, the page will display the class again. Click “**finish enrolling**” to complete the registration.
6. To **drop**, you will return to the “enroll” tab. Click on the link under enroll that says “**Drop**”. Make sure to select the appropriate term and then select the drop/withdraw tab. Select the class you wish to drop and then confirm. Remember to be aware of the drop and withdrawal deadlines!
7. **Enrolling in a course that requires a lab**: First select the LEC (lecture) component you prefer. The system will then prompt you to pick a “LAB” (laboratory) section before you finish the enrollment. (Course examples: CGS2100C, STA2014C).
8. **To display current schedule**, click “**My Class Schedule**” tab on the top of the page
9. You can retrieve the “**Fee Invoice**” by clicking the link under the Finances section in the Student Center. (Note: Fees may not be assessed for all terms at time of enrollment)
10. When finished with MyUCF, always sign out and close your browser completely to protect your privacy