

Use this quick reference guide to access E-Services and to assist you as you view your grades, enroll in classes, view financial aid and make payments.

Getting Started

You will need your User ID (7 digit number) and Password or your UHCL Username and password to access **E-Services**.

Logging Into E-Services

- Go to www.uhcl.edu/eservices
- Enter your User ID and Password or your UHCL Username and password.
- Once you are in E-Services click on the **Student Center** tile.
- All areas can be accessed through the Student Center

Admissions

View Admission Status

- Click on **Student Center** tile
- Status of application will appear under Admissions section

View To Do items

- Click on **Student Center** tile
- Under the **To Do List** box, click **Details**
- View outstanding items

View Holds

- Click on **Student Center** tile
- Under the Holds box, click **Details**

Pay Application Fee

- Click on **Admissions** tile
- Click on **Application Fee Payment**
- Select **Pay My Fee** Now
- Enter Credit Card Information and Click **Submit**
- Verify billing information and Click **Yes**
- To complete the payment process, click on **Update**
- A confirmation page will appear

Academics

Add a Class

- Click on **Academic Records** tile
- Click on **Enrollment: Add Classes** from left bar menu
- If there is a choice, select **term** and click **Continue**
- Enter the **Class Nbr** and click **Enter**. If you do not know the class number, click on **Class Search** to find desired class and click on **Select Class**.
- Click **Next**
- Click **Proceed To Step 2 Of 3**
- Click **Finish Enrolling**; Confirm status as Enrolled

Drop a Class

- Click on **Academic Record** tile
- Click on **Enrollment: Drop Classes** from left bar menu
- Select term, if applicable
- Select the class to drop by clicking on the checkbox next to the class
- Click on **Drop Selected Class**
- Click on **Finish Dropping**
- Confirm status of Dropped class

View Grades

- Click **Academic Record** tile
- Select **Grades** from left bar menu
- Select **term** and click **Continue**

Request Official Transcript

- Click **Academic Record** tile
- Select **Request Official Transcript** from left bar menu
- Select **option for receiving Transcript** under the **Enter Recipient Address Information**.
- Click **Submit**



Finances

View Account Summary

- Click on [Student Center tile](#)
- View your [Account Summary](#)

Make a Payment

- Click on [Student Financials tile](#)
- The system will default to the [Make a Payment](#) page.
- If not paying full amount, enter amount under [Payment Amount](#). Accept Terms and Conditions. Click [Submit](#)
- Complete Credit Card information.
- Click [Submit Payment](#)
- Verify Billing Information. Click [Yes](#)
- Confirm payment by clicking on [Confirm](#) link.

Selecting Payment Plans

- Click on [Student Center tile](#)
- Under [Finances](#), click on the [Payment Plans](#) link
- Click on the [Payment Plans](#) tab
- Click on [Select This Plan](#)
- Click [Continue](#)
- Click to Accept [Terms and Conditions](#)
- Click on [Make a Payment](#) to make payment

View and Accepting Financial Aid

- Click on [Student Center tile](#)
- Under [Finances](#)
- Click on [View Financial Aid](#)
- Select [Aid Year](#)
- Click on [Accept/Decline Awards](#)
- Read [Financial Aid Disclosure](#) and click [OK](#)
- Select [Aid Year](#)
- Click on boxes for awards you choose to accept
- Click [Submit](#)
- Click [Yes](#)
- Click [OK](#)

Miscellaneous Academic Tasks

- Click on [Student Center tile](#)
- Click on [My Academics](#)
- This page allows you to view your [advisement report](#), [transfer credit report](#), [request an official transcript](#), [enrollment verification](#), [view advising notes](#) and [apply for graduation](#).

View Available Classes

- Click on [Academic Records tile](#)
- Click on [Class Search/Browse Course Catalog](#)
- You can select the criteria to search for classes or view [Course Catalog](#)

View Important Announcements

- Click on [Student Announcements tile](#)
- You can view announcements and deadline information.

