## **E-Services**



UHCL

## Request User ID

Steps	Descriptions
1.	Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .
2.	Select the Students and Faculty tab.
	In the UHCL E-Services Login box select <b>Request My User ID.</b>
	UHCL E-Services Login
	Students and Faculty Staff
	User ID
	Password
	Login using your UHCL username or 7-Digit Student/Employee ID Number Example: hunterh or 1234567 Lookup UHCL username Request A New Password? Request My User ID
	Sign in
3.	Read the Terms and Conditions. Click Accept.
4.	Fill-in all the required fields with your information. Then, click <b>Continue</b> .
	University of Houston System
	Find my User ID
	All fields below must be completed. Name spelling must be typed exactly as it appears in the system. If your name has changed since your last association with University of Houston System, please use the name you had at that time. * Required information
	*First Name *Last Name
	*Date of Birth MMDDYYYY
	*Relationship <ul> <li>(Click on the arrow and make a selection.)</li> </ul>
	*University (Click on the arrow and make a selection.)
	Continue
5.	Answer the validation question.
	Click Get My User ID.
6.	Your <b>User ID</b> will be emailed to the address listed in the <b>Email ID</b> field.