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

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.

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

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.