

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 to access **E-Services**.

Forgot your User ID?

- Go to www.uhcl.edu/eservices
- Click on the **Request My User ID** link on the E-Services login page.
- Click on **Accept** under Terms and Conditions.
- Enter Requested Information. You will be asked to answer one of two questions for validation.
- Click on **Get My User ID**
- Your User ID will be displayed and you may click on **GO TO LOGIN** page to login.

Forgot your Password?

- Go to www.uhcl.edu/eservices
- Click on the **Request A New Password** link on the E-Services login page.
- You will be prompted for your **User ID**. Click on **Continue**.
- You will be prompted to complete the designated validation question.
- Click on **Email New Password**. Your password will be sent to the designated preferred email address.

Logging Into E-Services

- Go to www.uhcl.edu/eservices
- Enter your User ID and Password
- Click on **E-Services** link
- Once you are in E-Services click on the **Student Center** link.
- All areas can be accessed through the Student Center and should be your first point of entry.



Academics

Drop a Class

- Click on **Student Center**
- Click on **Enroll**. Click on the **drop** tab at the top of the page.
- 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 **Student Center**
- Select **Grades** from the drop down list under and click the forward button
- Select **term** and click **Continue**

View Available Classes

- Click on **Student Center**
- Click on **Search**
- You can select the criteria to search for classes

Miscellaneous Academic Tasks

- Click on **Student Center**
- Click on **My Academics**
- This page allows you to view your advisement report, transfer credit report, request an official transcript, enrollment verification and apply for graduation.

Register/Add a Class

- Click on **Student Center**
- Click on **Enroll**
- 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

Finances

View Account Summary

- Click on **Student Center**
- View your **Account Summary**

Make a Payment

- Click on **Student Center**
- Under **Finances**, click on the drop down box and select **Payments**. Click on the forward button
- Click on **Make a Payment** tab.
- 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**
- Under **Finances**, click on the drop down box and select **Payments**. Click on the forward button
- 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**
- 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**

Admissions

View Admission Status

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

View To Do items

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

Pay Application Fee

- Click on **Admissions**
- 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

