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](http://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](http://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](http://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 on 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

*Continued on the next page*
**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

**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**