YOUR "KEY" TO REGISTERING ON THE MYUCF PERSONAL PORTAL

To access your Student Center for the very first time, login to https://my.ucf.edu
A. At the login page, click on "What is my NID?"
B. Follow the instructions on the page. You must use an email address on file with UCF.
C. After getting the UCF NID Confirmation email with your NID, go to http://mynid.ucf.edu to reset your password.
D. Follow the directions on the NID Password Reset page.

After changing your password, click on "Sign on to myUCF", type in your NID and password. This is where you can access the your class schedule, your financial records, personal information records, Add, Drop/Swap, Search for a class, or Withdraw and more through "Student Self Service."

1. In the upper left hand corner, in the "myUCF Menu" box, click on "Student Self Service."
2. From the menu that drops down, click on "Student Center."
3. To enroll in classes, click on "mySchedule Builder."
4. Launch **mySchedule Builder.**
5. Select the term for which you want to enroll and the campus at which you want to take classes.
6. Build your schedule, including breaks for work, meals, etc., and click "Add Break."
7. Click on "Add Course" for the class in which you want to enroll.
8. Search for courses by choosing the three letter Subject code (e.g., AMH for American History) and the Course number (e.g., 2010). Keep clicking on "Add Course" to get all the classes that you want. Then click "Back."
9. Once you have all the classes for which you want to register, click on "Generate Schedules."
10. You can create multiple schedules...compare them to find the one you like the best.
11. Once you find your perfect schedule – choose it and click on "Send to Shopping Cart" at the top of the page. Follow the instructions to add your schedule to your shopping cart
12. You will see a list of the courses in which you are trying to enroll. Click the green button that says "Proceed to Step 2 of 3."
12. Read the "Fee Responsibility Acceptance" statement and click "I Accept."
11. At step 2 "Confirm classes", you will want to confirm the classes in which you want to enroll. A green circle indicates an open course; a blue square indicates a closed course. Click on "Finish Enrolling."
13. You will see a status message for each class enrollment that says you were either successful in getting the course or that there was an error.
14. If a registration error occurred, look at the "Message column" for information describing what kept the registration from being completed.
15. Click the "My Class Schedule" button to see your schedule. To add additional classes, click on the "mySchedule Builder" link.
16. If you are finished registering for classes, click on the "Fee Invoice" button.
17. When you are done with myUCF, click on the "Sign Out" link on the upper right hand corner.

Questions? Go to **http:// registrar.ucf.edu/myschedule-builder**

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