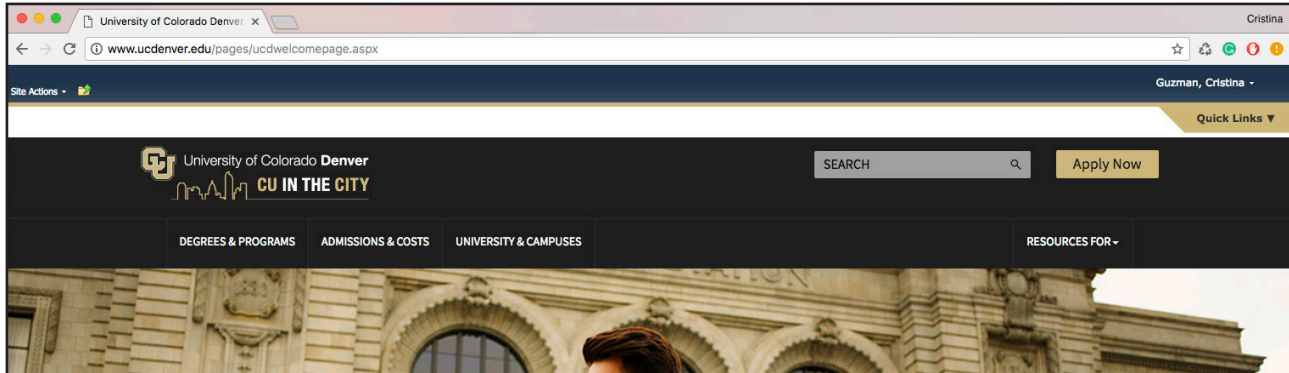


How To Register for Entrepreneurship Courses

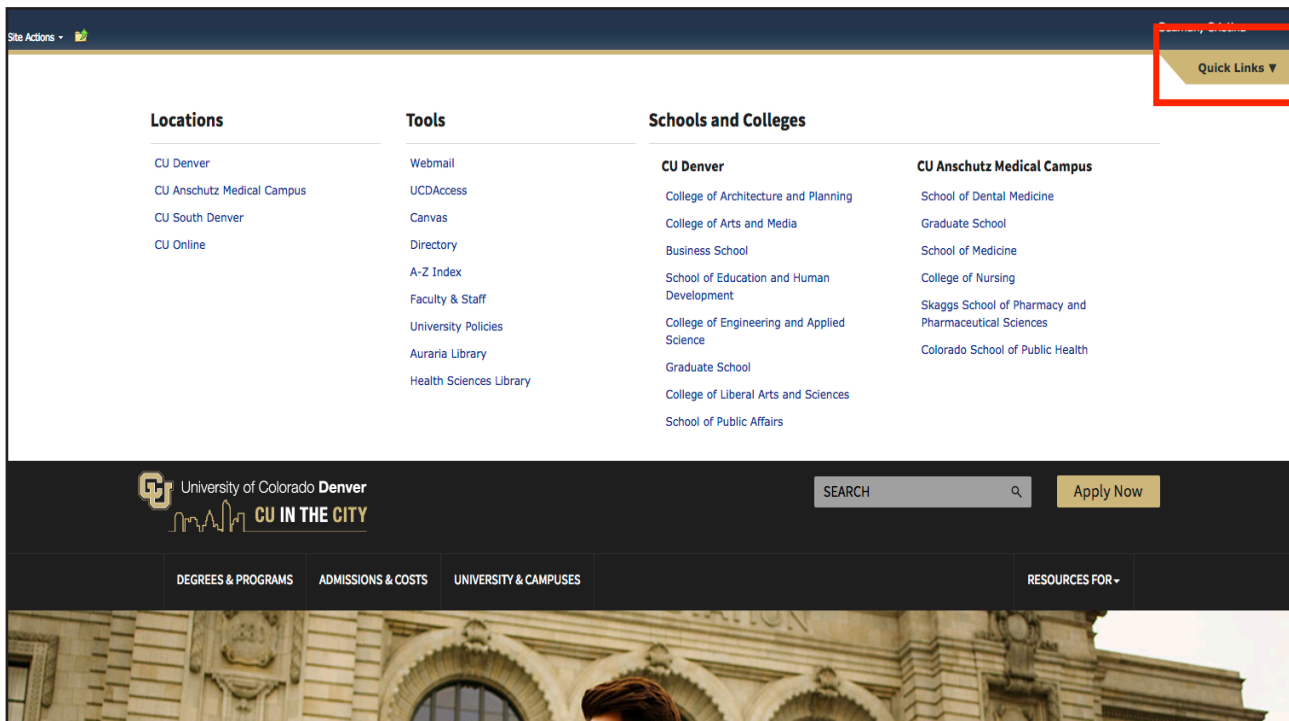


BUSINESS SCHOOL
JAKE JABS CENTER FOR
ENTREPRENEURSHIP

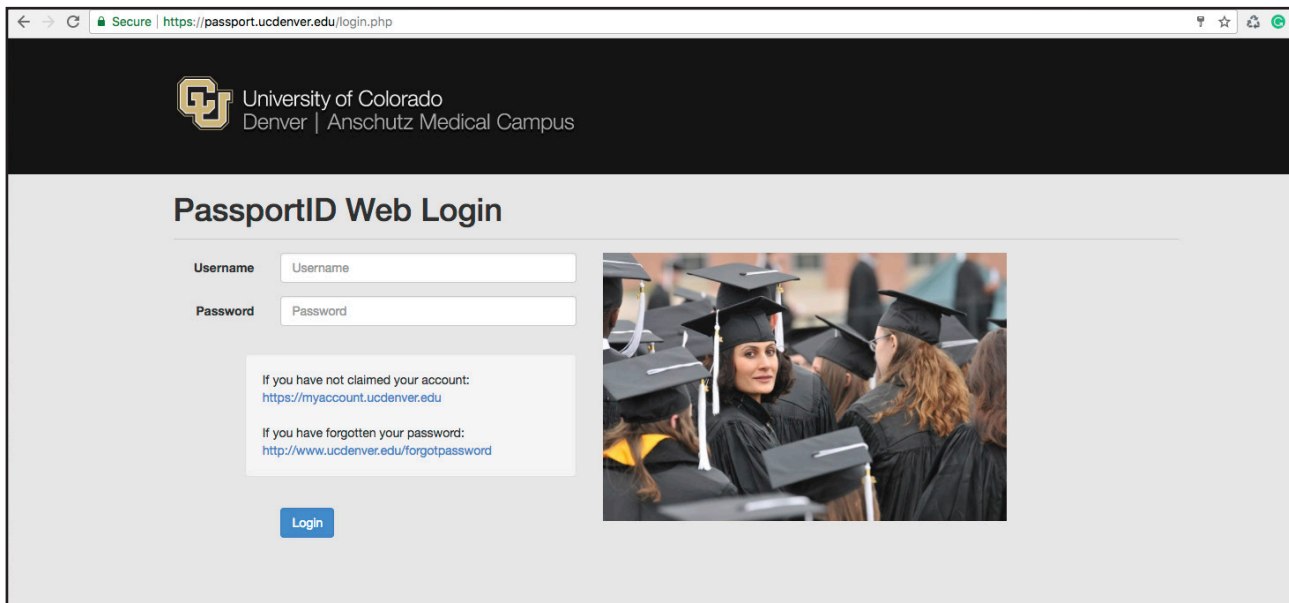
1. Visit www.ucdenver.edu.



2. Click Quick Links in top right corner. Under Tool, select UCDAccess.

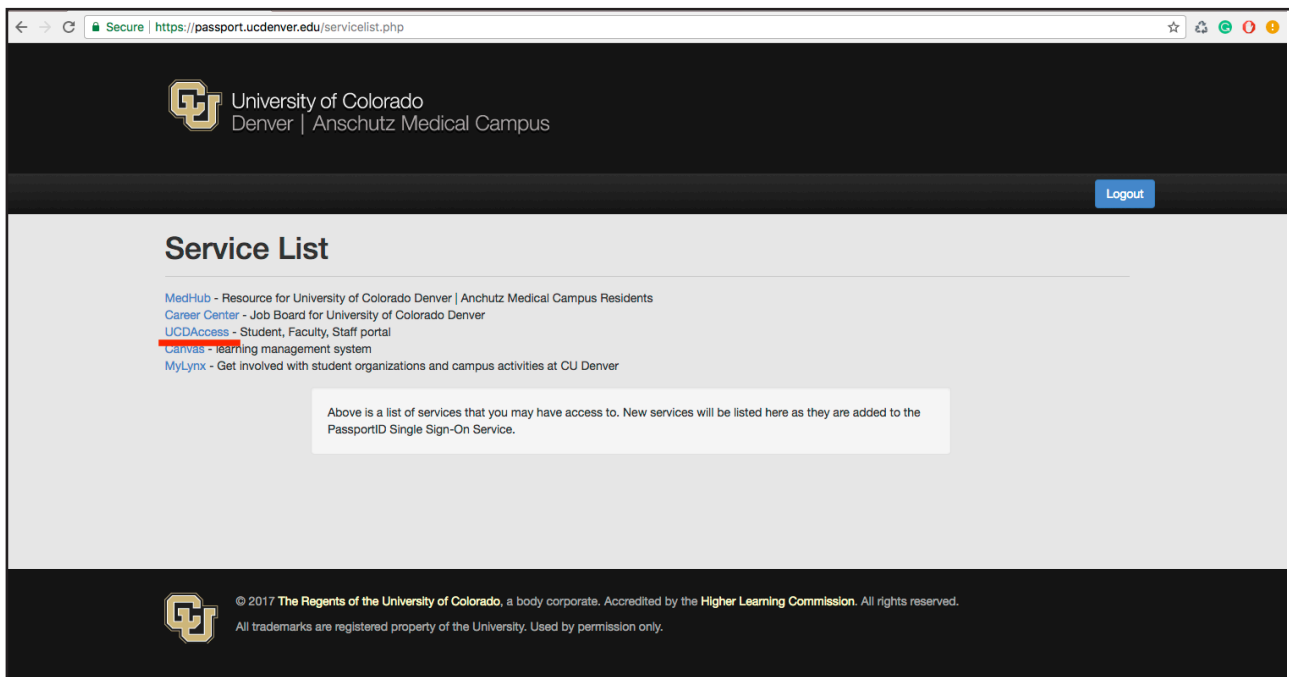


3. This link brings you to “CU Denver’s Passport ID Web Login”. Login using your CU Denver ID & password.



The screenshot shows a web browser window with the URL <https://passport.ucdenver.edu/login.php>. The page header features the University of Colorado Denver | Anschutz Medical Campus logo. The main heading is "PassportID Web Login". Below this, there are two input fields: "Username" and "Password". To the right of these fields is a photograph of graduates in caps and gowns. Below the input fields, there is a text box containing two links: "If you have not claimed your account: <https://myaccount.ucdenver.edu>" and "If you have forgotten your password: <http://www.ucdenver.edu/forgotpassword>". At the bottom of the form is a blue "Login" button.

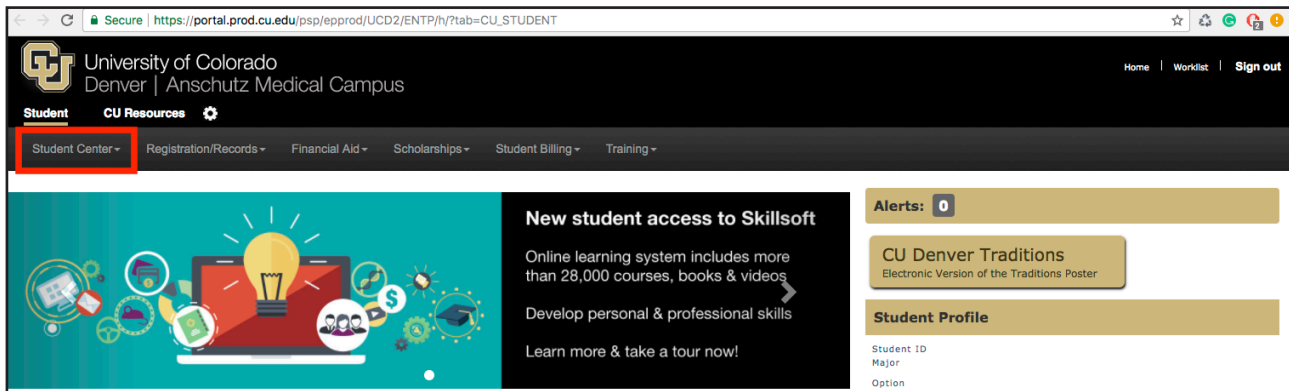
4. After you login, you will see the “Service List” page. Select UCDAccess once again. It will bring you to the UCDAccess homepage.



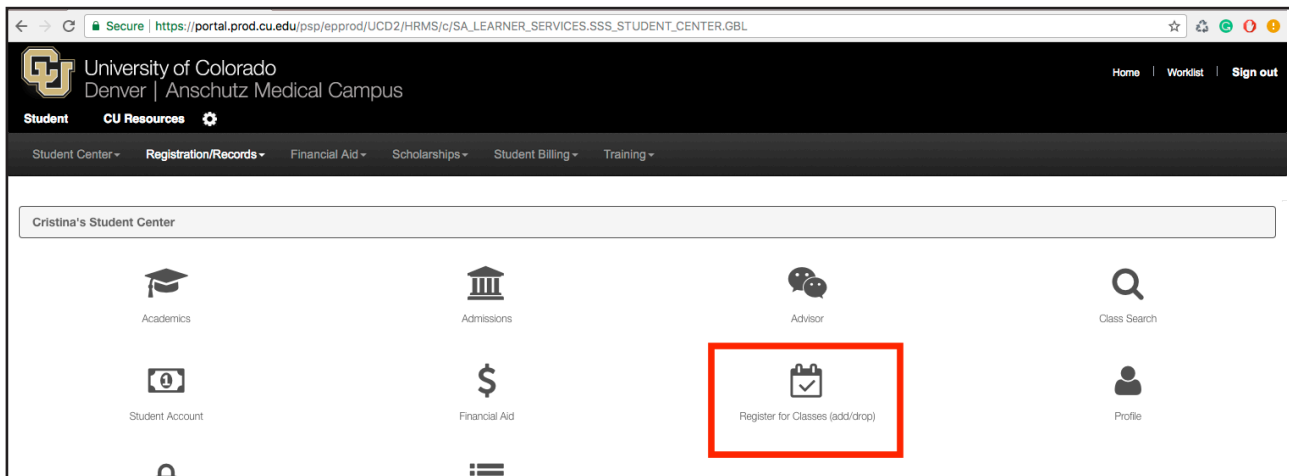
The screenshot shows a web browser window with the URL <https://passport.ucdenver.edu/servicelist.php>. The page header features the University of Colorado Denver | Anschutz Medical Campus logo and a "Logout" button. The main heading is "Service List". Below this, there is a list of services with links: "MedHub - Resource for University of Colorado Denver | Anschutz Medical Campus Residents", "Career Center - Job Board for University of Colorado Denver", "UCDAccess - Student, Faculty, Staff portal", "Canvas - learning management system", and "MyLynx - Get involved with student organizations and campus activities at CU Denver". A text box below the list states: "Above is a list of services that you may have access to. New services will be listed here as they are added to the PassportID Single Sign-On Service." The footer contains the University of Colorado logo and copyright information: "© 2017 The Regents of the University of Colorado, a body corporate. Accredited by the Higher Learning Commission. All rights reserved. All trademarks are registered property of the University. Used by permission only."

5. You can access the “Register for Classes (add/drop)” page one of two ways:

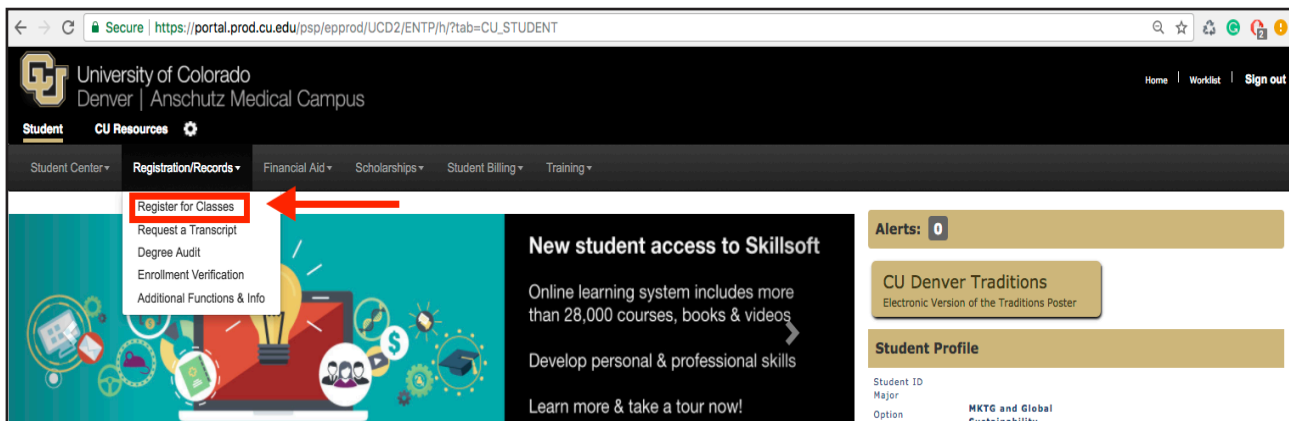
Option 1: Click “Student Center” in navigation bar.



a. This will bring you to a page with icons. Select “Register for Classes (add/drop).”

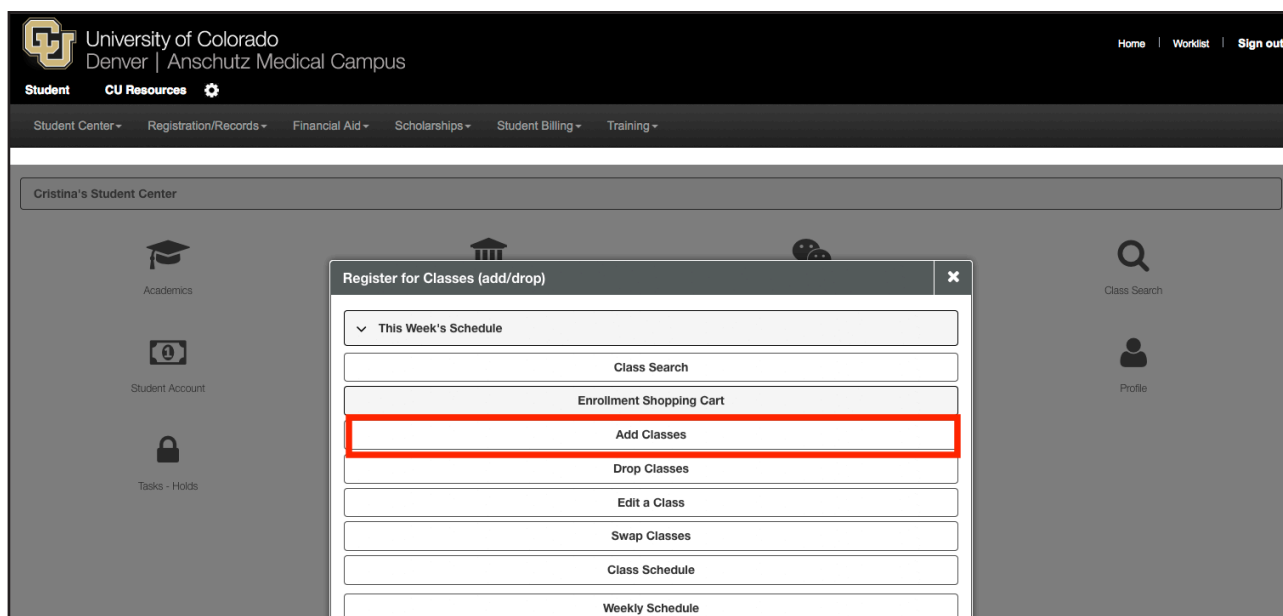


Option 2: Click “Register/Records” in the navigation bar and it will automatically bring you to the “Add Classes” page.



**Before your schedule enrollment date and time, you can add courses you're interested in taking to your "Enrollment Shopping Cart." Talk to your advisor for more information.*

6. You will then be brought to the window below. Select "Add Classes."



7. Then, "Select" the term that you're registering for. Click "Continue."

The screenshot shows the "Add Classes > Select Term" page. At the top, there is a breadcrumb trail "Add Classes > Select Term". Below this, the user's name "Cristina Guzman" is displayed. A progress bar shows four steps: STEP 1 (highlighted), STEP 2, STEP 3, and STEP 4. Below the progress bar, there is a table with the following columns: SELECT, TERM, CAREER, and INSTITUTION.

SELECT	TERM	CAREER	INSTITUTION
<input type="radio"/> Select	Fall 2017 UC Denver	Graduate	CU Denver
<input checked="" type="radio"/> Select	Spring 2018 UC Denver	Graduate	CU Denver

A "Continue" button is located at the bottom right of the page.

8. You will then be brought to a “Search” page. To search for ENTP courses:
- Click “Search” under “Advanced Search.”

University of Colorado
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Student CU Resources

Student Center Registration/Records Financial Aid Scholarships Student Billing Training

Add Classes > Select classes to add > Spring 2018 UC Denver [Change Term](#)

Cristina Guzman [Menu](#)

STEP 1 STEP 2 STEP 3 STEP 4

To select classes for another term, select Change Term. When you are satisfied with your class selections, click "Add Selected Classes."

Select Class

Advanced Search

Search

Search by Subject and Catalog Number

Search By Class Number

- Under “Campus” select “Extended Studies” & under “Subject” type “ENTP” in the text box. Click “Search” in the bottom right hand corner.

University of Colorado
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Student CU Resources

Student Center Registration/Records Financial Aid Scholarships Student Billing Training

Add Classes > Search for Classes [Return To Add Classes](#)

Cristina Guzman [Menu](#)

STEP 1 STEP 2 STEP 3 STEP 4

Selected Term CU Denver | Spring 2018

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Campus **Extended Studies**

Subject select subject **ENTP** ENTREPRENEURSHIP

Course Number is exactly

Course Career Select

☐ Show Open Classes Only ☐ Show Schedule Conflict Indicator

9. You will then see all of the ENTP courses (both undergraduate and graduate) available for that term.

The screenshot shows the University of Colorado Denver | Anschutz Medical Campus student portal. The user is logged in as Cristina Guzman. The page displays a list of ENTP courses that match the search criteria: Course Subject: Entrepreneurship, Show Open Classes Only: No, and Campus: Extended Studies. The courses listed are:

- ENTP 3200 - Essentials in Entrepreneurship
- ENTP 3240 - Developing Dynamic Concepts
- ENTP 3260 - High Impact Sales for Entrepreneurs
- ENTP 3299 - Business Model Development & Planning
- ENTP 4028 - Travel Study Topics
- ENTP 6020 - Business Model Development & Planning

Below the list, there are buttons for "Collapse All" and "Expand All". A legend indicates the status of the courses: OPEN (green dot), CLOSED (red dot), CLOSED WAIT LIST AVAILABLE (yellow dot), SCHEDULE CONFLICT (yellow triangle), and ERROR (red circle).

10. Click on the name of the course for more information. Doing so will provide you with all available sections. Hit “Select” to choose the course you want to register for. It will take you to a “More Information” page, then hit “Next.”

The screenshot shows the detailed information for the course ENTP 6834 - Lean Marketing. The course is listed with the following details:

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
39736	E50-LEC Regular Semester (Den Cont Ed)	TBA	Online Course	Jung Park	01/16/2018 - 05/12/2018	●

Below the table, there are buttons for "Select" and "More Information". The "Select" button is highlighted with a red box. Below the table, there are additional details for the course:

- Units: 3
- Enrollment Restriction: N
- Consent Required: N
- Available Seats: 37
- Wait List Total: NA

At the bottom of the page, there are buttons for "Modify Search" and "New Search".

11. The course will now appear in your “UC Denver Shopping Cart.” Select the check box next to the course, then hit “Add Selected Classes.”

University of Colorado
Denver | Anschutz Medical Campus

Student CU Resources

Add Classes > Select classes to add > Spring 2018 UC Denver

Cristina Guzman

STEP 1 STEP 2 STEP 3 STEP 4

To select classes for another term, select Change Term. When you are satisfied with your class selections, click "Add Selected Classes."

✓ ENTP 6834 has been added to your Shopping Cart.

Select Class

Advanced Search

Search

Search by Subject and Catalog Number

Search By Class Number

Spring 2018 UC Denver Shopping Cart

OPEN CLOSED CLOSED WAIT LIST AVAILABLE SCHEDULE CONFLICT ERROR

ENROLLMENT ORDER	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS	ENROLL STATUS	MESSAGE
<input checked="" type="checkbox"/>	ENTP 6834-E50 (39736)		Online Course	J. Park	3.00	●		

Delete Selected

Add Selected Classes

12. Lastly, select “Finish Enrolling.” If you want to view your class schedule or add another class, select the appropriate buttons.

University of Colorado
Denver | Anschutz Medical Campus

Student CU Resources

Add Classes > Confirm classes > Spring 2018 UC Denver

Cristina Guzman

STEP 1 STEP 2 STEP 3 STEP 4

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

STATUS	ENROLL STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
●		ENTP 6834-E50 (39736)	Lean Marketing (Lecture)		Online Course	J. Park	3.00

Cancel Previous Finish Enrolling

**If you select “Denver Campus,” instead of “Extended Studies” in Step #8b, you will receive the following error message when you select “Finish Enrolling” after going through the course registration process:*

Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit.”

The screenshot shows the University of Colorado Denver student portal. The user is Cristina Guzman. The page displays a progress bar with three steps: STEP 1, STEP 2, and STEP 3. Below the progress bar, it says "View the following status report for enrollment confirmations and errors:". There are three status indicators: SUCCESS: WAIT LISTED, SUCCESS: ENROLLED, and ERROR: UNABLE TO ADD CLASS. The error message for class ENTP 6834 is highlighted in red: "Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit." Below the error message, there are buttons for "Resolve Errors", "My Class Schedule", and "Add Another Class".

13. If you want to drop a class, go back to the Student Center homepage and select “Drop Classes.”
 - a. Select the term and hit continue.
 - b. Click the check mark next to the course you want drop, then select “Drop Deleted Classes.”

The screenshot shows the University of Colorado Denver student portal. The user is Cristina Guzman. The page displays a progress bar with three steps: STEP 1, STEP 2, and STEP 3. Below the progress bar, it says "Select the classes to drop and select Drop Selected Classes." There is a table of classes to drop. The first class, ENTP 6834-E50 (39736), is selected with a checkmark. The other classes are not selected. Below the table, there is a button for "Drop Selected Classes". Below that, there is a section for "My Spring 2018 UC Denver Class Schedule" which shows a table of enrolled classes.

STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
<input checked="" type="checkbox"/>	ENTP 6834-E50 (39736)	Lean Marketing (Lecture)		Online Course	J. Park	3.00
<input type="checkbox"/>	MKTG 6040-001 (35350)	Serv MKTG-Traditional/Creat Ind (Lecture)	Tu 6:30PM - 9:15PM	Business School Building 3100	L. Cunningham	3.00
<input type="checkbox"/>	MKTG 6060-E01 (35351)	Consumer Intell-Psy&Behavior (Lecture)		Online Course	V. Lane	3.00
<input type="checkbox"/>	MKTG 6200-E01 (35355)	MKTG Intelligence & Metrics (Lecture)		Online Course	D. Forlani	3.00
<input type="checkbox"/>	MKTG 6830-E01 (35357)	Marketing & Global Sustainability (Lecture)		Online Course	S. Keaveney	3.00

STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	DROP CLASS IF ENROLL	DROP CLASS DESCRIPTION
<input checked="" type="checkbox"/>	ENTP 6834-E50 (39736)	Lean Marketing (Lecture)		Online Course	J. Park	3.00		
<input checked="" type="checkbox"/>	MKTG 6040-001 (35350)	Serv MKTG-Traditional/Creat Ind (Lecture)	Tu 6:30PM - 9:15PM	Business School Building 3100	L. Cunningham	3.00		
<input checked="" type="checkbox"/>	MKTG 6060-E01 (35351)	Consumer Intell-Psy&Behavior (Lecture)		Online Course	V. Lane	3.00		