



Start the internet. In your browser's address bar type: **webservices.ucc.edu**

Click the **Log In** tab.

Your **User Name**: firstname.lastname

Your Initial **Password**: UccMMDDYY
MMDDYY is your date of birth.

For example if your birthday is July 4, 1993, your initial password would be Ucc070493

You will be prompted to **change your password**.

You must now change your password; your new password MUST follow these rules:

- It must be 8 *or* 9 characters in length
- It must have at least 1 capital letter
- It must have at least 1 small letter
- It must have at least 1 number
- Do not use any part of your name
- Do not use any part of your date of birth
- *You must remember your password!*

Write your new password here: _____

You will have to type your new password twice in the boxes provided.

Click **SUBMIT**

The screen will now say "Welcome with Your First Name" instead of "Welcome Guest".

Click on **Students** to view your information.

Web Services will allow you to:

- Search and register for classes
- View and print your schedule
- Check your grades
- View your financial aid awards
- Check and pay your student account balance
- Access other services

If you need assistance, please visit any Academic Learning Center or IT Help Desk.

