



## Spring 2026 Online Trauma Training 1 and 2

| Class #      | Subject       | Course Title                       | Dates           | Cost  |
|--------------|---------------|------------------------------------|-----------------|-------|
| <b>21099</b> | NSEM 1001-N01 | Trauma Training 1; Foundations     | 1/20/26-3/13/26 | \$250 |
| <b>21101</b> | NSEM 1002-N01 | Trauma Training 2; Advanced Topics | 3/23/26-5/15/26 | \$250 |

**Deadlines to Register: Foundations - 1/27/26; Advanced topics - 3/31/26**



**Have you enrolled in a Non-Credit course at UCCS in the past 3 semesters?**

- If yes, you already have an active myUCCS Student Portal. Skip to STEP 3.
- Username/password help: <https://myaccount.uccs.edu/> or call our OIT department at 719-255-4357, Option 1.

### STEP 1 - Apply

Go to <https://outreach.uccs.edu/apply>

Provide your personal information

- From the drop-down menus select:
  - Admit Term: **Spring 2026**
  - Desired Program: **Non-Credit**
- Provide answers to the education and eligibility questions
- Verify that the information you provided is correct. **“Submit”**

### STEP 2 - Claim Your Account



**Within 48 hours of submitting your application, you will receive an automated e-mail from “UCCS OIT Service Desk” when your UCCS student portal account is ready.** You can then proceed to <https://myaccount.uccs.edu/> to claim your account to access your UCCS student portal ---where you can register, pay your bill, etc.

- **Keep this username and password for future access into your myUCCS Student Portal to order a Transcript.**
- Please note: automated e-mails may go to “junk mail,” depending upon your e-mail filter.

### STEP 3 - Register and Pay

Log into your myUCCS student portal at [www.uccs.edu/portal](http://www.uccs.edu/portal)

**Registration** --- Near the top of the page – click on **“Records and Registration.”**

- Click on **“Register for Classes”**
  - ✓ Pre-registration verifications: address(‘Home’ address marked as ‘Local’), phone numbers, emergency contact
  - ✓ Tuition and Fee Agreement and Disclosure
- **Search by Class Number**, Enter 5-digit Class Number listed above. Click **“Submit Class Number”**
- Confirm the details of the course and click **“Next”**
- **Check the box** of the course you would like to enroll, under the **“Select”** column
- Click **“Add Selected Classes”**
- Confirm the course and click **“Finish Enrolling”**

**Payment** ---Return to the Student Portal Home Page and click on **“Student Financials (Bursar)”**

- Click on **“View/Pay My Bill”**
- Enter the **payment amount** and **payment method** and click on **“Continue”**
  - Credit Card payments incur a 2.75% processing fee, E-Check payments do not have a processing fee
- Provide **payment information** for the selected method and click **“Continue”**
  - Confirm the payment information and click **“Confirm”** ---Print a copy for your records