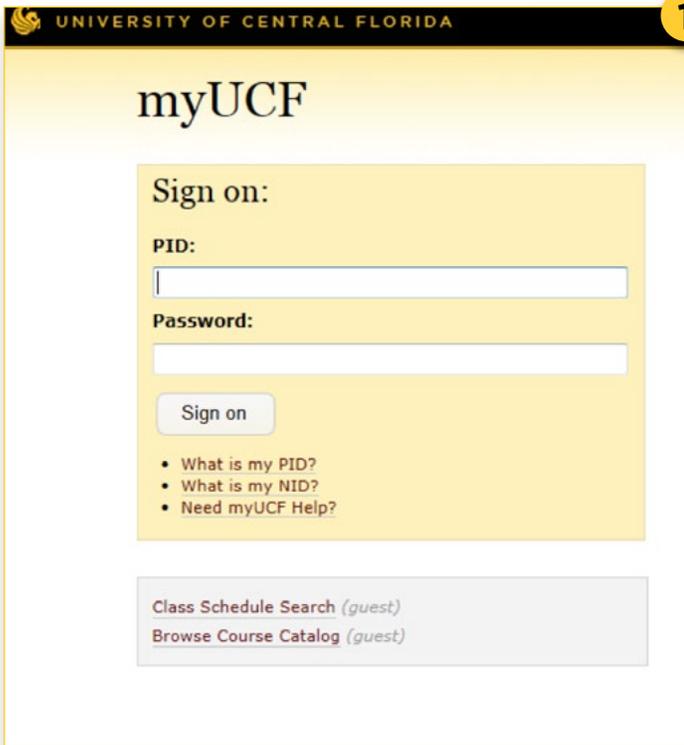# Accept/Decline Admission Decisions
myUCF Login and PID

New Students

PID is your Personal Identification for signing on to myUCF. The PID format is the first letter of your first name followed by seven numbers.

1. To access Student Center (in order to add, drop, withdraw, swap, or search for a class) for the first time, log in to https:// www.my.ucf.edu. At the sign-on page, click **What is my PID?**

2. Follow the instructions on the page and then click **Return to my.UCF.** Your PID will be emailed to all of the email addresses existing on your UCF records.

Password - Your default password for first-time user is a capital **P**, followed by your birthdate in the form **YYMMDD**
Example: **P810310** for March 10, **1981**
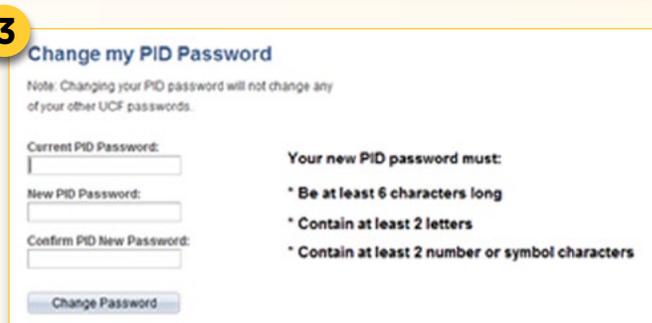
Changing your Password

Click **Change MyUCF Password**, your new myUCF password must be at least 6 characters and must contain at least 2 letters and 2 numbers or symbols.
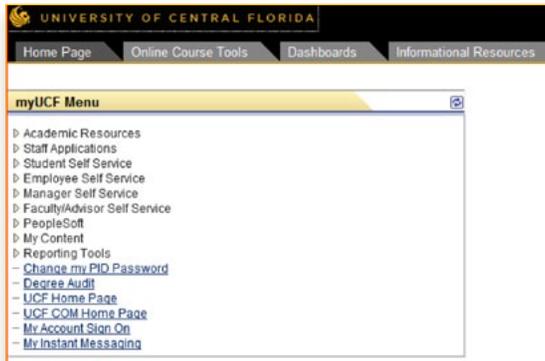
Enter the old password and the new password. Re-enter the new password to confirm and click **Change Password.**
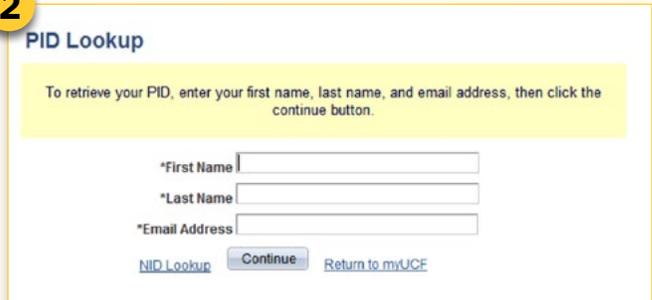
Student Self Service

In the upper right hand corner, in the myUCF Menu box, click **Student Self Service.**

*If the address menu appears. verify your email and valid addresses and click OK.*

1. To Accept/Decline your admission, from Student Center main page, scroll down to the **Graduate Students section.**

2. Click **Accept/Decline Admission**

3. Select the program you would like to Accept or Decline admission to by clicking on the **Accept/ Decline** link to the right on each application.

4. Select either **I Accept Admission** or **I Decline Admission** button to indicate your choice.
   You will then be asked to confirm your selection.

   Select the Previous Button if you do not wish to make a selection at this time.
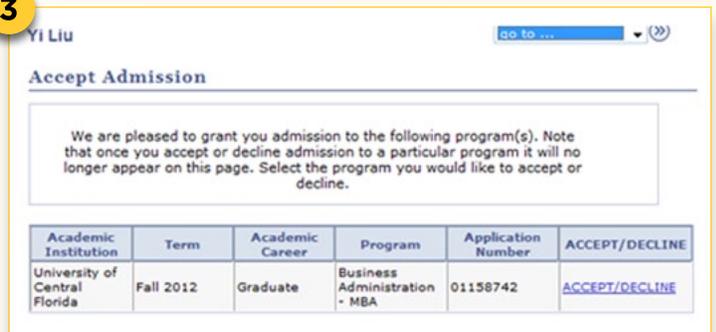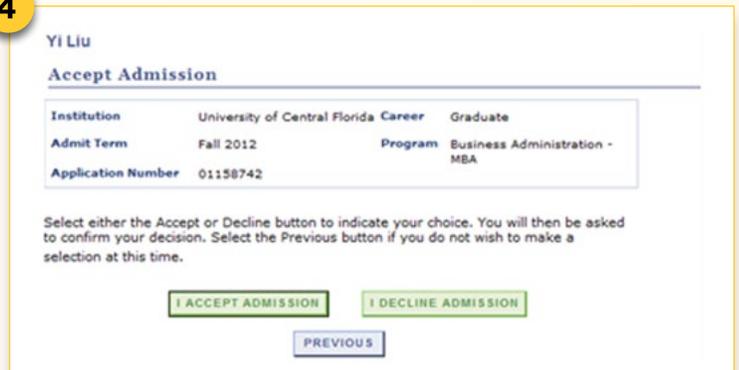
If Admission is Accepted

After you have accepted your admissions offer, it takes approximately **1-2 business days** for the database to complete it's processes and a registration appointment time to be generated. Appointment times are only generated after class schedules are posted. The appointment time is the date and time you are eligible to enroll in classes through your myUCF portal.

Please be sure to inquire with your department directly to verify if there is a deadline they have set for you to accept or decline your admissions offer. In addition, follow up with them once your admissions offer is accepted to confirm if there is a mandatory orientation through your department that you must attend.

NOTE: Newly admitted students must register for classes in their first term, if they do not enroll their file will beinactivated and all future registration will be dropped. Once their file is inactivated, they will need to re-apply by a complete a new online admissions application.