VISIT THE ALL-NEW EXTENSION.BERKELEY.EDU

We are upgrading systems to administer courses and offerings more efficiently and to provide greater customer service to you. Our redesigned website contains a host of additional features, including a new student account, where you can receive grades, check course schedules, track progress through certificate curricula and more—all through the website!

CREATE YOUR FREE ACCOUNT

Click on the STUDENT login at the top of the homepage.

On the Student login page, create a free account.

COMPLETE YOUR STUDENT PROFILE

Next, fill in the information requested, and click on SUBMIT. You will receive two emails, one with your user name and another with your password. Red asterisks denote required fields. You will not be able to proceed without completing asterisked items.
at UC Berkeley Extension

RECEIVE YOUR USER NAME AND PASSWORD

Your user name is a sequence of numbers and letters: X00000, for example. This is also your new UC Berkeley Extension student number. Use this user name and password (sent in a separate email) to log in. You can change your autogenerated password within My Profile of your student account.

Congratulations! You have now created your student account, with benefits such as:

- Personalized record of your enrollment history
- Quick access to course and section information
- Ability to monitor your certificate and program progress
- Access to your grades, receipts and enrollment confirmation

REVIEW NEW ENROLLMENT PROCEDURES

Continue for a step-by-step explanation of how to enroll in a course. The process is similar to other online procedures. If you have questions, please call us at (510) 642-4111.
How to

STEP 1: Add a course to your shopping cart
Find an upcoming course and section that you would like to take. (If you are enrolling by phone, you should note the course title, course number and section number.)

Click on ADD TO CART.

STEP 2: Review your course selection
You should now see your course and the associated fee within your shopping cart.

Click on CONTINUE CHECKOUT.

STEP 3: Log in again
As a security measure, you are now prompted to log in again. You must enter your user name and password to ensure that your enrollment session is still valid.

Enter your user name and password again for security reasons.
STEP 4: Enter additional student profile information

- Change your password, if desired.
- Fill out your employer information and associated groups, if applicable.
- Update your educational background and associations, if applicable.
- Read the Privacy Policies, and enter your initials in the boxes provided, as applicable.
  - The first box is optional. If you enter your initials in this box, your student information will not be shared to any member of the general public, including potential employers.
  - The second box is required. By entering your initials, you confirm that you understand that if you affiliate your course enrollment with a group or company or request that your company be billed directly for your enrollment, you permit UC Berkeley Extension to share the listed enrollment details with that group or company.

Click on CONTINUE CHECKOUT.

STEP 5: Confirm your understanding of enrollment policies

Confirm that you have read and agreed to the Enrollment Policies by checking the box indicated.

Note: With applicable courses, you can also affiliate your course with a professional organization to ensure that you receive professional credits for this course. Leave blank if you do not wish to receive professional credits or if professional credits are not available.

Click on CONTINUE CHECKOUT.
CONGRATULATIONS!

You have successfully enrolled in a course using our new system. If you have questions or difficulties, please call (510) 642-4111. We have a dedicated team of registration assistants who are waiting to answer your questions and help you enroll. Best of luck on your continuing education, and thank you for choosing UC Berkeley Extension.