Accept/Decline Admission Decisions
myUCF Login and NID

New Students

NID is your Personal Identification for signing on to myUCF. The NID format is the first two letters of your first name followed by six 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 NID?

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

3. Password - Once you have received your NID, click What is my NID Password? and create your password. There is no default NID password. You set it for the first time with a password reset.
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 its 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 be inactivated and all future registration will be dropped. Once their file is inactivated, they will need to re-apply by completing a new online admissions application.