Accessing MyCentral -- the University of Central Missouri’s payment, registration, links to the student e-mail system and Blackboard, pay your bill, register for classes, request transcripts, and more online:

1. Go to [http://mycentral.ucmo.edu](http://mycentral.ucmo.edu)
2. Under MyCentral Login, enter your 700# and PIN in the MyCentral Login Secure Access Login box. If you have not logged in here before your PIN will be your birthday in MMDDYY format. You will be automatically prompted to update your PIN to a secure format and set up answers to selected security questions. If you experience trouble please contact the help desk at 660-543-4357 or [helpdesk@ucmo.edu](mailto:helpdesk@ucmo.edu).
3. To view your grades, click on the Student Services tab and look in the bottom left hand corner under the heading Student Grades. If it states "No Data Found" please select the appropriate term. OR Locate the Final Grades option in the bottom right hand corner under UCM Student Records.
4. To View/Pay your bill, click on the link under the heading UCM Student Account Suite, in the last box of the middle column.

UCM’s Student E-mail System: Many offices on campus now communicate with students solely through the university's e-mail system.

1. Go to [www.ucmo.edu](http://www.ucmo.edu)
2. Hover on Current Students link
3. The 6th option is Student Email System. Click on it.
4. You will then be prompted for your user name and password (enter them based on the information provided below)

Students enrolling in classes for the first time in the fall 2006 semester or after: Usernames are your first, middle, and last initial, followed by the last four digits of your 700 number and a zero. Example: John R. Doe's (700125678) username would be jrd56780 If you do not have a middle name use X as the middle initial. If you don't know what your 700# is you can look it up. Go to [www.ucmo.edu/portal](http://www.ucmo.edu/portal) then click on “Look up your student ID” link on the left-hand side of the page. Your default password will be your six-digit birth date ex. 030174 for March 1, 1974. If you changed your pin/password when paying for bills, registering for classes, etc. this is the password you will want to use.

If you were a student before fall semester 2006, email me at merryfield@ucmo.edu or call me at 660-543-4452 and I will check with the helpdesk to see what your current log-in is.

To forward your student email to another email address:

1. Log into the student email system ([https://studentmail.ucmo.edu/wm/eml/login.html](https://studentmail.ucmo.edu/wm/eml/login.html))
2. Select OPTIONS in the upper right hand corner. A new window will appear.
3. In the new window, locate the OPTIONS column.
4. Locate the MAIL heading in the left-hand OPTIONS column.
5. Select FORWARDING under the MAIL heading. (The MAIL heading is expandable)
   a. If there is a “plus sign” next to the MAIL heading and nothing is listed underneath it, click the plus sign to expand the MAIL heading).
6. Locate the FORWARDING tab and click the “yes” radio button.
7. Enter your preferred email address.
8. Select “Keep a copy of each forwarded message in your Inbox” just in case the FORWARDING isn’t accepted. You may choose to keep this feature active or revise this feature in the future.
9. Select the APPLY button that appears directly under the "FORWARDING" heading at the top center-left of page.
Logging into Blackboard: Blackboard is UCM’s online course management system, but its usage is not limited to online only classes.

To log in:
1. Hover over Current Students at the top of UCM home web page www.ucmo.edu
2. Click on Blackboard, the first option.

Blackboard is also available through MyCentral (http://mycentral.ucmo.edu) and the direct link is http://courses.ucmo.edu.

PLEASE NOTE: Your login for Blackboard is the same as your login to your student e-mail.

Requesting an Official Transcript:

1. Go to www.ucmo.edu
2. Click on Current Students link
3. In the center column, the fifth heading is Grades & Transcripts click on the request transcript link

OR

1. Log into MyCentral
2. Click on Student Services Tab
3. Locate the UCM Student Records box in the lower right hand corner
4. Select Official Transcript
5. Fill in any required areas that did not auto fill or contain outdated information.

**Unofficial transcripts can be created by undergraduate students at anytime by going through MyCentral. The option is located directly above the Official Transcript link. All you need to do is select your level (there is only one option) and the transcript type (also the only option).

If you have any difficulties, please do not hesitate to contact Cindy Merryfield at 660-543-4452, Brenda Wilson at 660-543-8480 (online courses), or John Williams at 660-543-4876 (off-campus courses). You may also contact extended campus toll free at 1-877-SAY UCMO ext. 2 then 4.

Have a wonderful semester!