One Stop Student Self-Help Guide
Use this guide as a quick reference tool for easy instructions on how to do your UC related business online.

Set Up a Parent/Other Party Access Your Account
- Go to www.onestop.uc.edu
- Select “Set Up Parent/Friend Access” under Quicklinks

Add, Drop, or Withdraw From a Class
- Go to www.onestop.uc.edu
- Select “Academics & Enrollment”
- Select “Add/Drop Classes”
- To ADD: enter call number then click “Submit”
- To DROP/WITHDRAW: click the “Drop/Withdraw” box, then “Submit”

View Your Class Schedule
- Go to www.onestop.uc.edu
- Select “Academics & Enrollment”
- Select “View My Schedule”

View Your Degree Audit
- Go to www.onestop.uc.edu
- Select “Academics & Enrollment”
- Select “Get My Degree Audit”

View Your Grade Report
- Go to www.onestop.uc.edu
- Select “Academics & Enrollment”
- Select “View My Grade Report”

View or Pay Your Bill
- Go to www.onestop.uc.edu
- Select “Billing, Payments & Refunds”
- Select “View/Pay My Bill”
- Click “View/Pay My Bill – Student Access”

Enroll in a Payment Plan
- Go to www.onestop.uc.edu
- Select “Billing, Payments & Refunds”
- Select “Sign Up For Payment Plan”

Waive Your Student Health Insurance
- Go to www.onestop.uc.edu
- Select “Billing, Payments & Refunds”
- Select “Waive Health Insurance”

Check Your UC E-mail
- Go to www.uc.edu
- Select “UC Tools” near the top of the page
- Select “Student Email”

Enroll in Direct Deposit
- Go to www.onestop.uc.edu
- Select “Billing, Payments & Refunds”
- Select “Enroll in Direct Deposit”

Check Your Financial Aid Status
- Go to www.onestop.uc.edu
- Select “Financial Aid”
- Select “Check My Aid Status”

Obtain Enrollment or Degree Verification
- Go to www.onestop.uc.edu
- Select “Academics & Enrollment”
- Select “Verify Enrollment/Degree”

Order a Transcript
- Go to www.onestop.uc.edu
- Select “Get Transcripts” in the top navigation bar

Get Your UCID (M#)
- Go to www.onestop.uc.edu
- Select “Personal Information”
- Select “Get My UCID”

Get Your Username
- Go to www.onestop.uc.edu
- Select “Personal Information”
- Select “Get My Username”

Update Your Address/Phone Number
- Go to www.onestop.uc.edu
- Select “Personal Information”
- Select “Update My Address”

*Parents should use the Parent Portal to access student information.