

Instructions for creating your SOLO Account

UNCSA has developed an online system, SOLO, to allow parents and students to access course planning information, mid-term progress reports, and other information online. You may also use your SOLO login to access and sign up for CUKES, our campus emergency notification system.

In order to create your SOLO account:

Students

1. Go to <https://services.uncsa.edu/solo>
2. Click New User on the left side of the page
3. Choose Student, then Next
4. Enter your Name, the last 4 digits of your Student ID (see the label above), your birth date, and your campus email address. Then choose your username and password for the SOLO system. Then choose Next.
5. Make a note of your username and password.
6. On the left side of the screen, click "My Course Planning"
7. Review your course selections. If you would like to make changes, please contact Mr. Snyder at snyderb@uncsa.edu or 336-770-1320.

Parents:

1. Go to <https://services.uncsa.edu/solo>
2. Click New User on the left side of the page
3. Choose Next of Kin, then Next
4. Enter your name, the last 4 digits of **your student's** Student ID (see the label above), your **student's** birth date, and **your own** email address. Then choose your username and password for the SOLO system. Then choose Next.
5. Make a note of your username and password.
6. On the left side of the screen, click "My Course Planning"
7. Review your student's course selections. If you would like to make changes, please contact Mr. Snyder at snyderb@uncsa.edu or 336-770-1320. If you approve of the courses as listed, select "I approve" from the pull down menu. Please note that you won't see a confirmation page following your selection.

If you have trouble creating your account, please contact Mr. Hoover at hoovert@uncsa.edu or 336-770-3245.