Registration, eMail and Billing Instructions

Receiving Your ID Number and PAC

If you have not previously registered in DuckWeb, or if it has been four or more terms (not including summer) since you last registered, please go to the Community Education Program website http://cep.uoregon.edu and complete the on-line Registration Eligibility form for non-admitted students (“Non-admitted” means non-degree seeking). Completing this form will request that the Registrar’s Office activate your student record and enable you to register for the requested term.

You should check the academic calendar for registration dates and deadlines here: http://registrar.uoregon.edu/calendars. When your registration date approaches, the Registrar’s Office will process your eligibility form and send a letter by US mail. This letter will contain your Personal Access Code (“PAC”) and a Student ID number such as 950- or 951-xx-xxxx. Please keep your PAC and Student ID number in a safe, secure, easy-to-remember place. You will need your PAC and ID number each term to register via DuckWeb. If you don’t receive your PAC and ID number a week prior to registration, please contact the Registrar’s office at (541) 346-2935.

The PAC letter will provide instructions on how to set up your DuckID and create a uoregon.edu e-mail account. The first part of your UO email account (user name) is called your DuckID. You will need your DuckID and email password for some IAL tasks. After you receive the letter, login to DuckWeb using your Student ID number (950- or 951-xx-xxxx) and your personal access code (PAC).

1. Go to personal information.
2. View UO Computing Accounts Information to obtain your e-mail address and password
3. Go to http://email.uoregon.edu/. Click to login, using your username and password
4. Inbox -> Check new mail

EMAIL:
The University of Oregon’s communication policy states: The University may send official communications to students by email to an account assigned by the University with the full expectation that such emails will be read by the recipient in a timely fashion. All students will be assigned an email account in the uoregon.edu domain if they do not already have one. The email address will be username@uoregon.edu. This account will be designated as the user’s official university email account and may not be changed without university approval.

It is important to claim your uoregon.edu account as soon as you are able. Notices about your tuition invoice will be sent to your UO email account. You will not receive a paper invoice. You should review your official UO email account regularly to receive important communications from the university including invoices. Please remember to pay your charges in a timely manner, so that you do not incur additional late fees.

FORWARDING YOUR UO EMAIL ACCOUNT TO YOUR PERSONAL OR WORK EMAIL:
You may wish to forward your UO email account to your personal or school email account. Follow these steps:

1. Login to DuckWeb https://DuckWeb.uoregon.edu using your 950- or 951-xx-xxxx (Student ID Number) and your personal access code (PAC).
2. Go to the "Personal Information" menu
3. Click “View Email Address”
4. Follow the directions for forwarding your email.

Once you have completed this process, you should receive all UO email at your personal or school email address. You must change YOUR UO EMAIL PASSWORD EVERY SIX MONTHS. You will receive an email reminder that your password will expire and should change it as soon as possible.

BILLING:
Invoices are issued in the middle of each month and will reference charges made to your account up until that date. All invoicing will be via your uoregon.edu email account. If you have registered and not received a notification about your invoice, check your billing account in DuckWeb. Please contact the Office of Business Affairs directly, with any questions related to billing, tuition, and/or payments. To mail a tuition payment include your student ID number on the check and mail to UO Accounts Receivable - Attn: Cashiers PO Box 3237 Eugene, OR 97403-0237