Activating Your NinerNET Account

Password Manager (PW Manager) is the online tool used to manage your NinerNET account. For first-time users, you must first activate your NinerNET account before you can log into 49er Express to register for classes. Newly admitted students must be formally admitted by the Graduate School Admission Office and have completed the online Enrollment Form to confirm their intent to enroll before they are able to activate their NinerNET account (i.e., you will not have an active student status in the system till you complete the Enrollment Form). It may take up to 2 business days after you complete the form for your active student status to take effect.

First-Time Users:

1. Go to PW Manager, click the ‘Activate my NinerNET Account’ button.

2. Enter your First Name, Last Name, nine-digit UNC Charlotte ID # (80xxxxxxx – this is provided in your official letter of admission from the Graduate School Admissions Office) and date of birth.

3. Answer at least 6 security questions. 4. Create a secure password that follows the rules provided.

When you’ve successfully created your NinerNET password, you will receive your NinerNET User Name and your account will be active. Your password will expire every 180 days. PW Manager will notify you by email when your password is about to expire.
Registering for Classes

After activating your NinerNET account you will be able to log into 49er Express and register for classes.

1. Log into My UNC Charlotte.

2. Click on the ‘Registration’ link under Academic Resources.
3. Click on the ‘Add/Drop/Withdraw Classes’ link. On the next page, select the academic term.

4. Type one **Course Reference Number (CRN)** into each field. (Every class is assigned a unique CRN.)

   - If you do not know the CRN’s for the classes you wish to take, click the **Class Search** button.

   - Refer to [Looking Up Classes](#) to learn more about Class Search.

5. Click on the **Submit Changes** button when you are finished to complete registering.

   A screen confirming your registration should appear next. If any of the classes for which you wanted to register do not appear in the Current Schedule area, scroll down the page to view the error messages, which will tell you why you were not able to register.

   For an explanation of error messages please visit [http://registrar.uncc.edu/students/registration-information#regadderror](http://registrar.uncc.edu/students/registration-information#regadderror).

   **Please pay special attention to prerequisites. Students cannot register for a course if it requires a prerequisite that you have not yet taken.**

   For additional help with registration issues, please contact the Graduate Student Services Office at 704-687-7566 or BelkGradPrograms@uncc.edu.