How to assign a PTE#:

1. Log into My UCLA (www.my.ucla.edu)
2. Click on the “PTE” link under the course that you want to assign a PTE# for. You might see more than one section:

3. Click on the link for the section that you want to assign the PTE# for.

4. Click on the “assign” link
5. Enter the student’s UID#
6. The student will receive a message in their My UCLA with a link to URSA directing them to enroll in the course with the PTE#.