#### How to Access Class Roster

This job aid will walk you through the steps to access class rosters in the Faculty Self-Service.

#### Step 1.

Log into your myctstate.edu portal.

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🖸 Service Portal 💩 Protective Enclave 🔘 ITIL Homepage   Se 😵 Ellucian Portal Sign In 🔤 CSCU - Job Descrip 🕘 CTState	e Course Cat 🧧 Other Weblinks 📙 College CEEB and	I F 📙 Banner Upgrade	
Students, faculty and staff can access 8 emili, and other support services and ay sively. Those activities include, but are n Orientation, and much more.	mycristate anver, the student information system, Blackboard, the reteme by logging into myCTState - myCTState for or of limited to, registering for fall classes, accessing CT	e course management system; CT State use for Fall 2023 (and later) actions exclu- State technology, visiting New Student	
myCTState Announcements Multifactor Authentication Resultement Scheduled System Maintenance Jimeframes Recommended dersonal technologvi dascesa SSGU systems and Blackboard.	Log In to myCTState to access Banner, Blackboard and Email LOG IN Q. NettD Lookup » Q. Finst-time Login Assistance » C. Password Reset » Q. Further Support »	Other Resources          • View myCTState Videos           Browse Classes           Browse Programs/Majors           Apply for Admission           Apply for Financial Ald           Access Office 365/Email	

## Step 2.

Locate the card titled "Faculty Self-Service," click on the link titled "View Class Roster."



## Step 3.

Select the term to populate the course whose class roster you want.

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Select Course	Select the term to display the course whose class roster you want.	(iii) V Search (Alt*Y)	٩

# Step 4.

Once you have selected the term in the drop-down menu, displayed on the page will be all courses you were the instructor in the selected term. Click on the course name under the header titled "Subject" to populate the class roster.

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	Click the course name to populate the class roster.											

## Step 5.

What your class roster will look like. To export or print the roster click the export button and follow the directions.

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