

## HOW TO VIEW YOUR CLASS LIST

1. Access **Self-Service** by logging into the portal: [myut.utoledo.edu](http://myut.utoledo.edu) using your UTAD username and password.  
Your UTAD username is the same username you may use when you turn on your office computer each day or when you access your UT mail from home. If you do not remember this information, click the **Login Help** button on the portal login page or contact the service request line at ext. 2400.
2. Click the **Self-Service Tab**  
The portal is organized by a series of tabs and channels. The tab names are positioned along the top of the page (Home, UT Resources, Employee, Library, etc.) Channels are blocks of information on each tab related to that tab's purpose.
3. Click the **Faculty and Advisor Link** within the **Self Service – Summer 2008 and Beyond Channel**.  
TIP: If you do not see this option when you log into the portal, contact the Registrar's Office. You may need to have the Faculty Role assigned to you in Banner.
4. From the **Faculty Services** menu, select **Summary Class List**.
5. Select the desired term from the drop-down list and select **Submit**.
6. Select the **CRN** of the course you wish to view. Only courses you are teaching will be available.
7. The roster will display in alphabetical order.
8. Use the scroll bar on the far right of the screen to view the complete list of students.
9. If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page, select a **CRN**, select **Summary Class List** and the roster will display.
10. If you wish to view other services, select **Return to Menu** in the upper right corner of the page.
11. When you are done using the Faculty Self Service, select **Exit**. You should also close your web browser to ensure security.