

myACCESS Rosters

Gone are yesteryear's out-dated-as-soon-as-they-are-printed roster sheets. With **myACCESS**, you can see an accurate roster any time, day or night. The roster can also be easily printed. Here's how to view and then print:

Viewing the Roster

- Login to *myACCESS*.
- Click the *myACCESS for Faculty* button.
- Click the *Class Roster* link.
- Use the dropdown box to select the appropriate term.
- Click *Submit*.
- The Class Roster page, which lists your course for the selected term, will display. Select a specific course by clicking the radio button next to the course name.
- Click *Submit*.
- The class roster for the selected course will display.

Printing the Roster

Printing the roster is quick and easy using the Internet Explorer, Safari, or Firefox browsers. However, since printing *anything* from a browser doesn't always give the results you expect the first time, use the browser's *Print Preview* option first.

While viewing the roster in *myACCESS*:

- Click *Print Preview* from the browser's *File* menu (Mac users, select *Print* and click the *Preview* button at the bottom of the dialog box).
- If needed, change the page orientation from *Portrait* to *Landscape* to allow more information on the right side of the page to display.
- When finished, click *Print*.