Accessing PeopleSoft Faculty Center

Log in to **MyU.umn.edu** with your Internet ID and password.

Click on the **Teaching** tab. From here, you will see your classes listed.

To get to the Faculty Center, you can either click on the **Class List** link, or click **Faculty Center** at the bottom of the page.

VIEWING/PRINTING CLASS ROSTERS – available as soon as students enroll in the class

To view a roster, click the **Class Roster** icon next to a class or click the **class roster** sub tab under Faculty Center.

VP-CR-FC-9.11.15-SH

srhelp@umn.edu   (612) 625-2803   asr.umn.edu/training-and-support

Students who have FERPA suppression will be listed on the right side of this page, in the **Related Content** area. Expand this area for easier viewing by dragging the left edge.

Click **change class** to return to the Faculty Center. Then click 👥 to view another roster.

If any students have dropped this class, select the **Dropped** option from the **Enrollment Status** drop-down menu to view them.

Download the roster into Excel by clicking 📊.

To print your class roster, click **Printer Friendly Version** and select the **Print** option from your browser window.

Notes:
- If your Class roster does not appear, it most likely means that your department has not yet assigned you to your class or classes. Please contact your department scheduler.
- To sort the roster in ascending order by any column title, click that column header. Click it again to sort in descending order.
- To make the font larger on the roster, click **Ctrl** + **+** on a PC (**Cmd** + **+** on a Mac) on the page.
- If you are using Firefox as your browser, click the *Printer Friendly Page* link. Right-click on the bottom frame, select This frame, Print frame.