Instructions for Printing a Class Roster

- 1. Log on to <u>https://go.csn.edu/LoginPolicy.jsp</u>.
- 2. Click on the MyCSN tile.



3. If required, enter your login credentials again.



4. Click the **Faculty** tab.



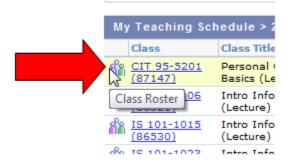
5. Click on the Enter Faculty Self Service hyperlink.



 You will see this screen. If you do not see your schedule, make sure on the left panel you are in My Schedule.

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Self Service Class Search / Browse	0	Faculty Center		6	Search				
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7. Click on **Class Roster** (the three little people icon).



8. At the bottom of the screen, if you click on **Printer Friendly Version**, nothing will print unless you press **CTRL-P**.

E	rolled	Stud	ents				Find 🖾 📒 🛛 First 🚺	1-4 of 4 🚺 Last
	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level
1		1		-2	P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
2					P/NP	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
3	E				P/NP	3.00	Degree/Certificate Seeking - BUS MGT SMALL BUS MGT-AAS	Freshman
4	۵				P/NP	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman
de	notify	10	All ted students		notify all st	udents		Printer Friendly Version