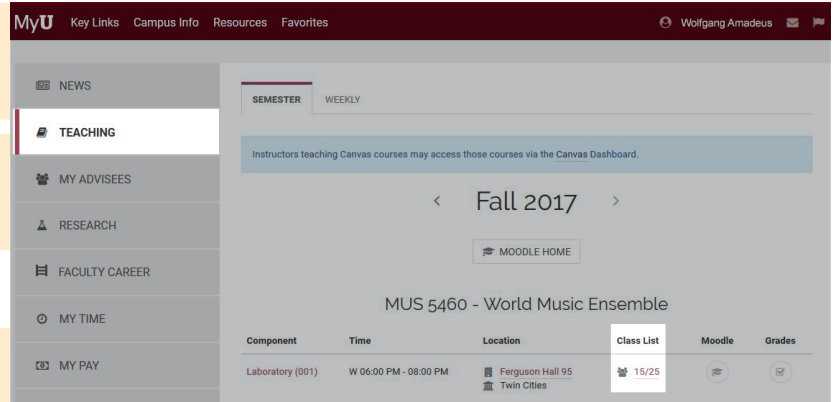## Accessing PeopleSoft Class Roster

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

2. Click on the **Teaching** tab to view your classes.

   Note: If you do not see your class(es) listed, please contact your departmental scheduler.
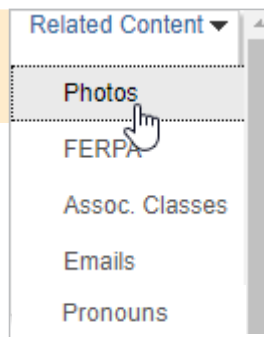
3. Click on the **Class List** link.

Class Roster with Photos

1. Click on **Related Content** link in upper right of page and select **Photos**.

2. Class photos will appear on the bottom of the page. Please be patient.

   Pronouns will list personal pronoun of student, if indicated. For more information on pronouns, see: **z.umn.edu/gender_pronounfactsheet**

3. Click on the **Print** button to print your class roster with year book style photos.

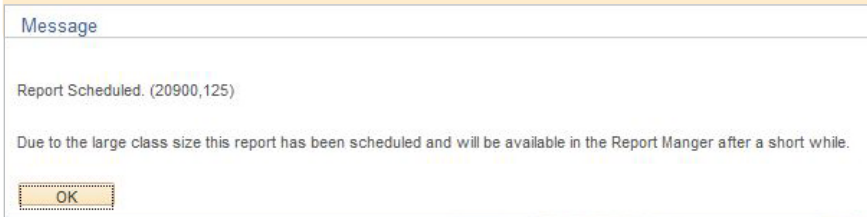4. This message will appear after clicking on **Print**. Please be patient.
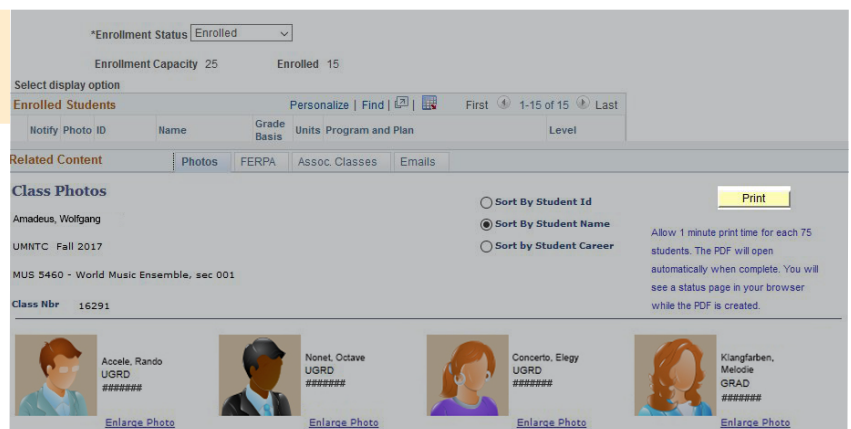
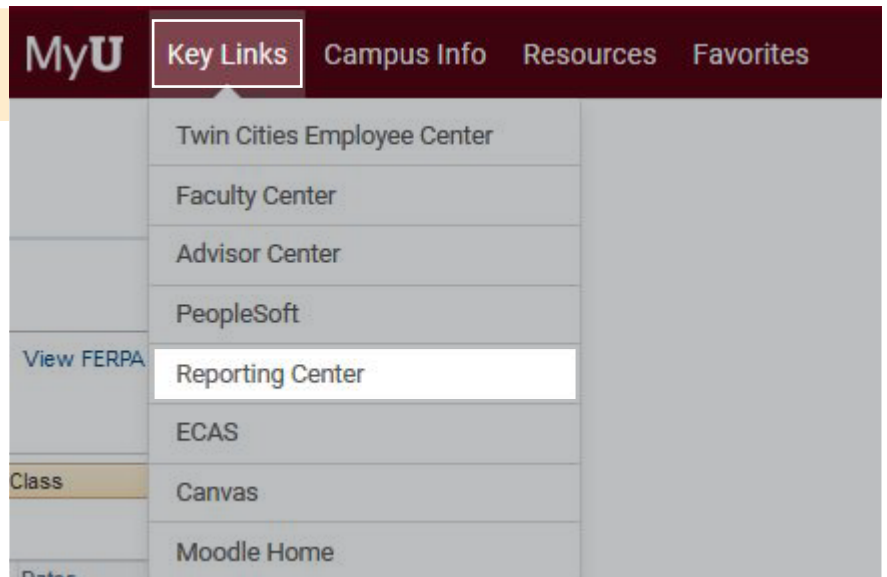5. Print the PDF from your browser once produced.

Larger Class Rosters

Class rosters with more than 250 students take a while to print.

1. Click on the **Print** button (as described on page 1).

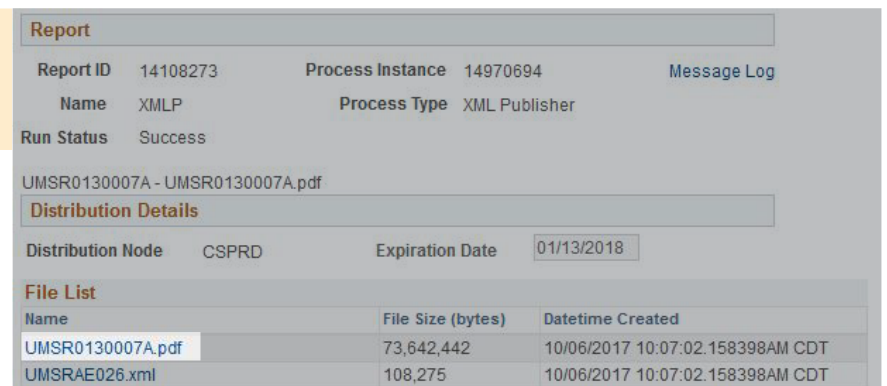2. You will get this message directing you to the **Reporting Center**.

Message

Report Scheduled. (20900,125)

Due to the large class size this report has been scheduled and will be available in the Report Manger after a short while.

OK

3. Click on **Key Links** in the upper menu, and select **Reporting Center**.

MyU **Key Links** Campus Info Resources Favorites

Twin Cities Employee Center

Faculty Center

Advisor Center

PeopleSoft

View FERPA Reporting Center

ECAS

Class Canvas

Moodle Home

Dates

4. Under **Reports Run For Me**, click on the arrow next to **STUDENT**.

5. Click on **UMSR0130007A** link.

6. Click on **UMSR0130007A.pdf**. Be patient, it may take a while to produce.

Report

Report ID 14108273 Process Instance 14970694 Message Log

Name XMLP Process Type XML Publisher

Run Status Success

UMSR0130007A - UMSR0130007A.pdf

Distribution Details

Distribution Node CSPRD Expiration Date 01/13/2018

File List

Name	File Size (bytes)	Datetime Created
UMSR0130007A.pdf	73,642,442	10/06/2017 10:07:02.158398AM CDT
UMSRAE026.xml	108,275	10/06/2017 10:07:02.158398AM CDT

7. Print the PDF from your browser once produced.