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 courses listed.

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

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.
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.

Note: 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.
- Download the roster into Excel by holding down the Ctrl key and clicking 📑.
- To print your class roster, click **Printer Friendly Version** and select the **Print** option from your browser window.
- 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.

The **Class Photos** report may be viewed by clicking the 📌 icon and then ‘New Window.’ Photos of all students in the class will open in a new window, and you can use the Print icon for a yearbook-style class list.