

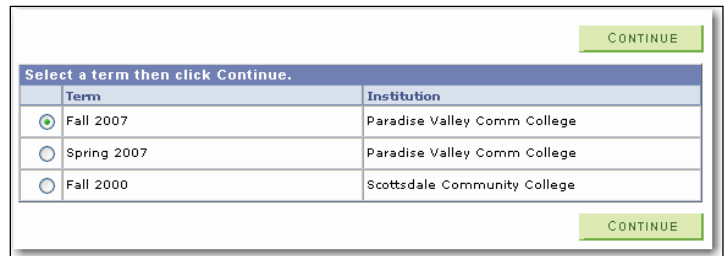


1. Start your browser (Internet Explorer for Windows or Firefox for Mac) and navigate to:
http://my.maricopa.edu
2. Click the  tab.
3. Click **SIS login**. Enter your **Maricopa Enterprise ID (MEID)** and **password** and click **Sign In**.
4. Click on **Employee Self Service** and then **Faculty Center**.
Links for the classes you are teaching will display.

5. If you teach for more than one college and for multiple terms, you can select a different term/college by clicking the  button. This will display a list of all the terms/colleges. Click the radio button to select the term/college you want to view. Then click Continue.

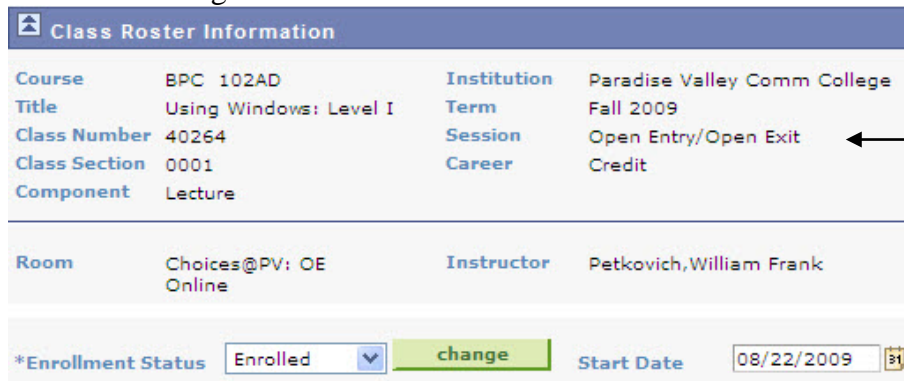


Select a term then click Continue.	
Term	Institution
<input checked="" type="radio"/> Fall 2007	Paradise Valley Comm College
<input type="radio"/> Spring 2007	Paradise Valley Comm College
<input type="radio"/> Fall 2000	Scottsdale Community College

6. Click the Class Roster icon. 

Attention OE/OE Instructors :

You must change the Start Date at the top of the roster to the Official Start Date of the semester. If you don't do this, you will not see your entire roster. Some GIL (Guided Independent Learning) courses are designated in SIS as OE/OE.



Class Roster Information			
Course	BPC 102AD	Institution	Paradise Valley Comm College
Title	Using Windows: Level I	Term	Fall 2009
Class Number	40264	Session	Open Entry/Open Exit
Class Section	0001	Career	Credit
Component	Lecture		
<hr/>			
Room	Choices@PV: OE Online	Instructor	Petkovich, William Frank
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*Enrollment Status	Enrolled	change	Start Date 08/22/2009

If Session indicates Open Entry/Open Exit,



Change the Start Date to the Official Start Date of the semester.

7. The **Enrollment Status** can be changed to Dropped or All. Then click Change to refresh the roster.
8. To print a roster, click the **Printer Friendly Version** button at the bottom of the roster. Click the right mouse button on the roster (Internet Explorer) Select Print from the menu that displays. (Firefox) Point to This Frame, Select Print Frame
9. Click the **Cancel** button (bottom of roster) to exit from the Printer Friendly version.
10. The Return button (bottom of roster) will return you to the Faculty Center. The Grade Roster button will take you directly to the Grade Roster.

