

# Instructions for Faculty to access class roster

1. **Faculty with a UMass Chan account** can login through SSO Using their NT account and password:  
[https://pscs.wsa.umasscs.net/psc/prd/EMPLOYEE/SA/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://pscs.wsa.umasscs.net/psc/prd/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

**Faculty without a UMass Chan account** can login via this link: [https://wsa-prd.erp.umasscs.net/psc/wsaprd92/EMPLOYEE/SA/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?&](https://wsa-prd.erp.umasscs.net/psc/wsaprd92/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&)

2. After login you will land on your home page.  
Click on **Faculty Center** tile



3. Once in the Faculty Center you can change the terms by clicking **Change Term** Button

The screenshot displays the 'Faculty Center' interface. On the left is a navigation menu with options: My Schedule, Class Roster, Grade Roster, Gradebook, Assignments, Class Search, Browse Course Catalog, and Faculty Search. The main content area shows '2020 GSBS Summer Term | University of Massachusetts' with a 'Change Term' button highlighted by a yellow arrow. Below this is a 'Select display option' section with radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. At the bottom, there is a table titled 'My Teaching Schedule > 2020 GSBS Summer Term > University of Massachusetts'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BBS 748-1 (4706)	Intro.to Cellular Metab. & Dis (Discussion)	0	MoTuWeThFrSaSu 12:00AM - 12:00AM	TBA	Jun 1, 2020-Aug 31, 2020
BBS 850-115 (3541)	Laboratory Rotation (Thesis/Dissertation Research)	0	MoTuWeThFrSaSu 12:00AM - 12:00AM	TBA	Jul 1, 2020-Jul 31, 2020
BBS 850-115 (3907)	Laboratory Rotation (Thesis/Dissertation Research)	0	MoTuWeThFrSaSu 12:00AM - 12:00AM	TBA	Jun 1, 2020-Jun 30, 2020
BBS 851-116 (1215)	Laboratory Rotation (Laboratory)	0	MoTuWeThFrSaSu 12:00AM - 12:00AM	TBA	Jun 1, 2020-Aug 31, 2020
BBS 870-115 (1609)	Prequalifying Research (Thesis/Dissertation Research)	0	MoTuWeThFrSaSu 12:00AM - 12:00AM	TBA	Jun 1, 2020-Aug 31, 2020

4. Click **Class Roster** in the left menu, to see the classes assigned to you.

The screenshot shows the Faculty Center interface. On the left, a navigation menu includes 'My Schedule', 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', 'Class Search', 'Browse Course Catalog', and 'Faculty Search'. A yellow arrow points to the 'Class Roster' item. The main content area is titled 'Faculty Center My Schedule' and shows the current term as '2020 GSBS Summer Term | University of Massachusetts'. There are buttons for 'Change Term' and 'View Textbook Summary'. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' bar shows icons for Class Roster, Grade Roster, Gradebook, and Assignments. The main section is titled 'My Teaching Schedule > 2020 GSBS Summer Term > University of Massachusetts' and contains a table with the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
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BBS 850-115 (3907)	Laboratory Rotation (Thesis/Dissertation Research)	0	MoTuWeThFrSaSu 12:00AM - 12:00AM	TBA	Jun 1, 2020-Jun 30, 2020
BBS 851-116	Laboratory Rotation	0	MoTuWeThFrSaSu 12:00AM -	TBA	Jun 1, 2020-