

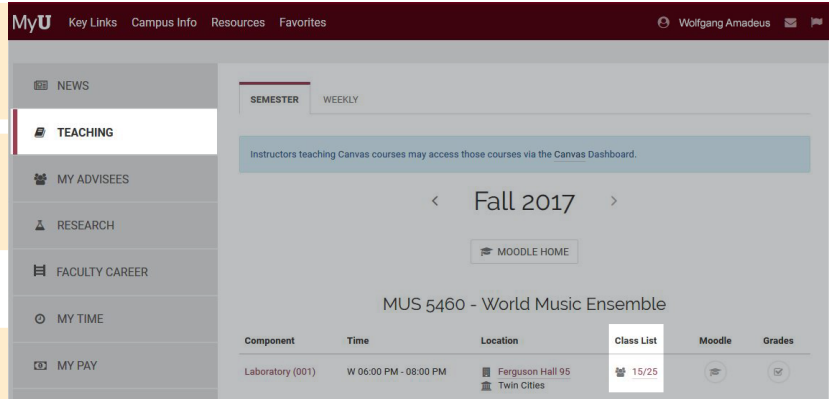
Accessing PeopleSoft Class Roster

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.



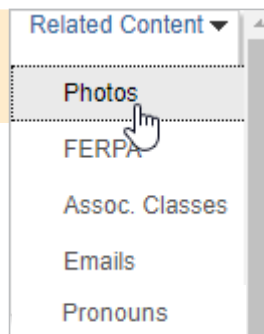
Class Roster with Photos

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

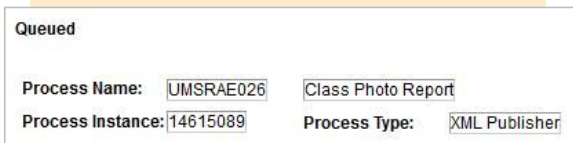
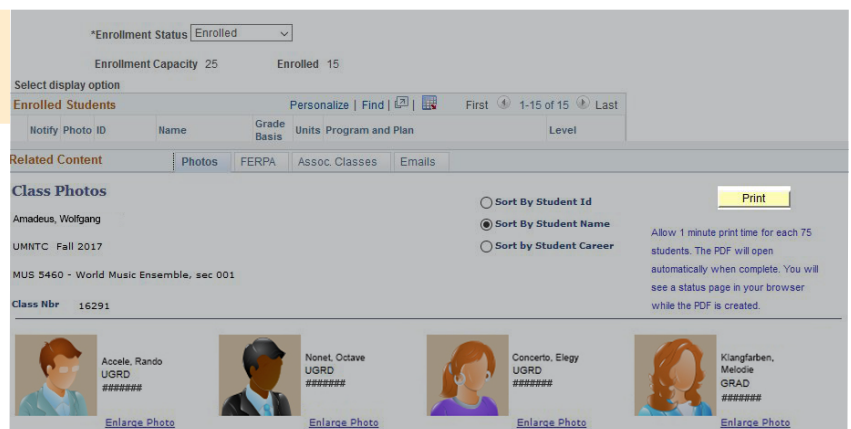
2. Class photos will appear on the bottom of the page. Please be patient.

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.



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

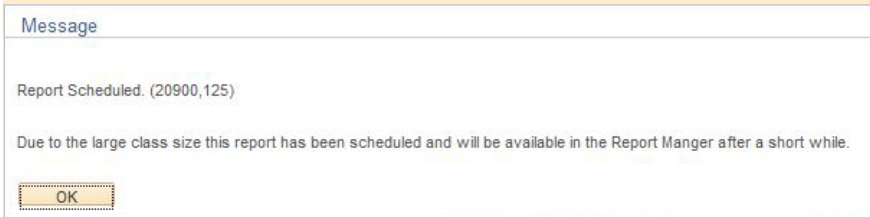


5. Print the PDF from your browser once produced.

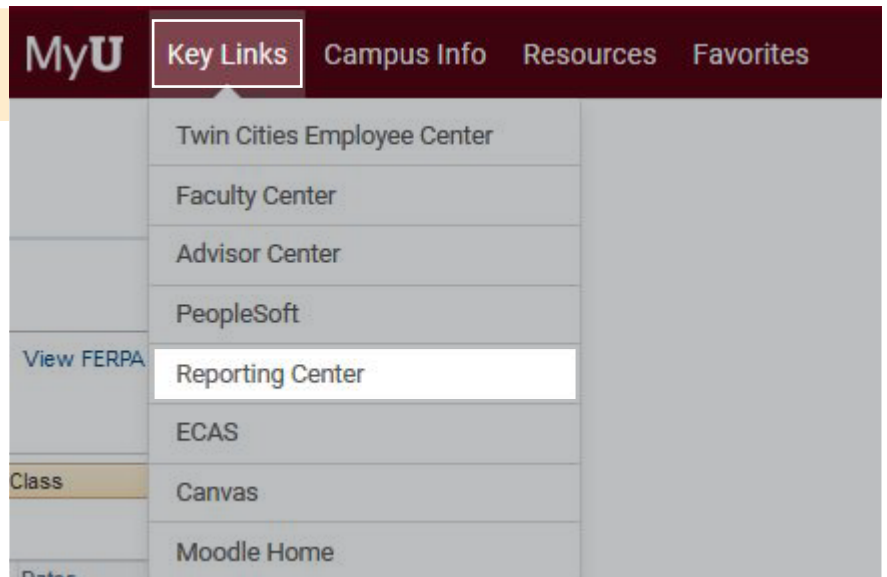
Larger Class Rosters

Class rosters with more than 200 students are sent to the **Reporting Center** instead of popping up in your browser.

1. Click on the **Print** button (as described on page 1).
2. You will get this message directing you to the **Reporting Center**.



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



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.