

### Logging on to Faculty Self-Service:

Step	Action	Results/Decisions
1.	Go to <a href="https://apps.uillinois.edu">apps.uillinois.edu</a> Click <b>Student &amp; Faculty Self Service</b>	
2.	Click <b>University of Illinois at Urbana-Champaign (UIUC)</b>	Enterprise Application Login screen loads
3.	Enter your <b>EnterpriseID</b> then tab to the <b>Password</b> field and enter the password. Click <b>Login</b>	
4.	Message appears: "Welcome, <your name>, to UI-Integrate Self-Service!"	<b>Main Menu</b> loads Individuals who have an active faculty role at UIUC should have 2 menu items: ∞ Faculty & Advisor Services ∞ Employee Individuals who have a student role at UIUC will also have these menu items: ∞ Personal Information ∞ Financial Aid ∞ Registration & Records ∞ Graduation Information ∞ Account Billing Information

### Viewing Your Class Roster in Faculty Self-Service

Step	Action	Results/Decisions
5.	Click on <b>Faculty &amp; Advisor Services</b>	
6.	Click on <b>Faculty Services</b>	
7.	Click on <b>Class List - Summary</b>	
8.	<b>Select a Term</b> from the dropdown list Click <b>Submit</b>	
9.	Choose a section from the dropdown list Click <b>Submit</b>	The sections for which you are listed as an instructor appear in the dropdown list.
10.	Course Information, Enrollment Counts, and Summary Class list display for the selected section.	Student addresses and phones can be obtained by clicking on the student's name.
11.	To print a roster, click on the bottom link <b>Printable Class List Summary</b> Use your web browser print function to print the list (click on file print).	If there are more than 50 students in your class, there will be links (Records 1-50, 50-100) at the bottom of the page.  <b>Note:</b> To copy a class list into a spreadsheet, <b>Highlight</b> the class list, Select <b>Edit, Copy</b> from the file menu. Open up a spreadsheet, Click on <b>Edit, Paste</b> .
12.	To send an email to a class, click on <b>Display Email List</b> .	Only the students with an email icon next to them will appear in the list. Copy and paste the class email listing in to your email system.
13.	Exit the browser when finished.	