This quick reference summarizes the following steps necessary for faculty to view a detailed and summary class roster for his/her classes(es) within MyFAU.

- Log into MyFAU
- Select Faculty Services
- Select a Student
- Select Course
- Select Override

Task: Log into MyFAU
1. To log into MyFAU, go to [www.fau.edu](http://www.fau.edu).
2. Click on FACULTY & STAFF tab.
3. Click on MyFAU Login.
4. Enter assigned User Name and Password.
5. Click the Login button.

Note: Use this space for your personal notes and comments
Task: Enter into Self Service (OWLS)
1. Click on NEW FAU Self Service (OWLS).

Task: Access Faculty Services
1. Click on Faculty Services tab or Faculty Services link.

Note: Use this space for your personal notes and comments

Additional Information:
Note: The Faculty Services tab is the location of all Faculty related functions.
Task: Look up Detail Class List
1. Click the Detail Class List link in the Faculty Services menu.

Notice the Faculty Service Menu provides the ability to view class and student information.

2. Select the appropriate term. Note: the default is Spring 2008 so you do not need to change the term.

3. Click the Submit button.
4. Select the course by clicking the down arrow button as illustrated in the screen shot below.

5. Click the **Submit** button.

Note: Use this space for your personal notes and comments
6. The detail class list is displayed, like the one shown in the screen shot below. Details are given for each student, including level, college and more.

**Note:** the student’s name and ID are hidden to protect the student’s identity.

7. Scroll to the bottom of the detail class list using the vertical scroll bar on the right. Click the Display Email List button to bring up a list of the student’s email addresses.
8. After clicking the Display Email List button, you need to scroll to the bottom of the resulting webpage to see the class list email listing, as illustrated below.

Note: the students’ email addresses are hidden to protect their identity.

Task: Look up Summary Class List

1. After accessing the Faculty Services, click on the Summary Class List link.

2. Follow steps 3, 4 and 5 in the above explanation on accessing a Detail Class List.
3. The Summary Class List is displayed, as shown in the screen shot below. 

Note: the students’ names and IDs are hidden to protect their identity.

![Summary Class List](image)

Click the Return to Previous link at the bottom of the web page or the Back button on the Internet Explorer toolbar to return to the previous web page.