**Logging into myTU Mobile**

+ In the browser of your mobile device, type: [www.towson.edu](http://www.towson.edu).
+ On the main menu, go into **My TU**.
+ Then log in with your **NetID** and **Password**.
+ You will be taken to your Dashboard.

Choose the menu button *(the three lines at the top left)*, select **Schedule**.
In order for you to view your Class Details / Class Availability, choose a course you would like to view.

Class Roster

To view your class roster, click on the menu button again and select Class Roster.
Once the correct term is selected (you can change this by clicking on the term at the top of the screen), choose the course for which you wish to view your roster.

Emailing Your Students

To email the students on your roster, you can click on the link: Email Enrolled Students. This is located under the course title at the top of the Class Roster page. This will email all of the students enrolled in the course.

If you would rather email a specific student, choose the student from the list and you will see an envelope symbol next to their name. Choose this to contact that specific student.
After Change of Schedule

After the Change of Schedule period [when students can no longer add courses and can no longer drop courses without receiving a W on their transcripts], please double-check your Class Roster again since students may have added or dropped your class.

Please avoid having a student attend your class all semester long if he is not on your Class Roster. If a student is sitting in your class who is NOT on your Class Roster, please notify the student. Also, notify your department administrative assistant and the Registrar’s Office.

Questions?

For questions about your NetID, your class schedule, or a class roster, contact the Administrative Assistant from your Academic Department.

For questions about your Towson University account, logging in, or re-setting your password contact the Office of Technology Services [OTS] Help Center at 410-704-5151. OR you can submit an online request at the Faculty Staff Help Center web page to the TechHelp Client Portal - https://techhelp.towson.edu/helpdesk/WebObjects/Helpdesk.woa

For any questions regarding university academic policies, please consult your faculty handbook: https://www.towson.edu/provost/academicresources/handbook.html