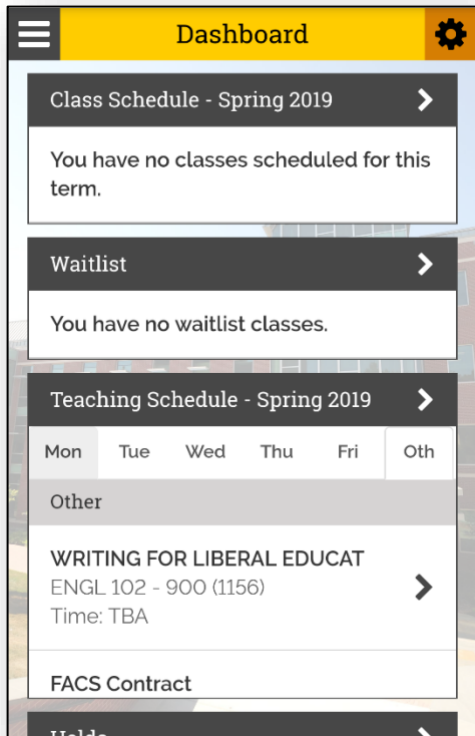
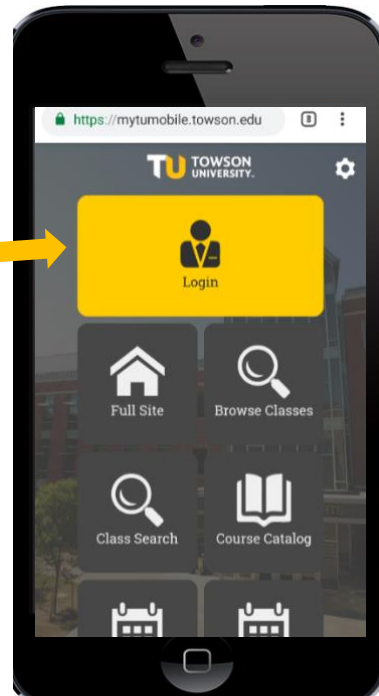


PEOPLESOFT ONLINE SERVICES

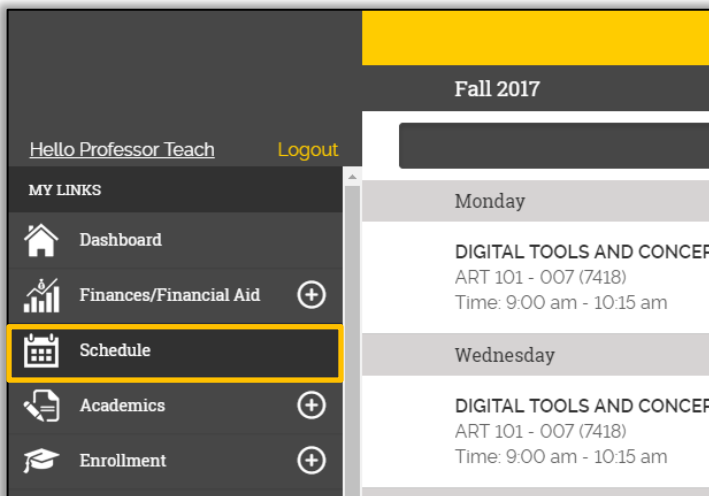
USING THE FACULTY CENTER ON MYTUMOBILE:
How to Log in, View your Schedule, & Download a Class Roster

Logging into myTU Mobile

- + In the browser of your mobile device, type: www.towson.edu.
 (There is no app to download.)
- + On the main menu, go into **My TU**.
- + Then log in with your **NetID** and **Password**.
- + You will be taken to your Dashboard. Many important items are available here, including “**Message of the Day**.”

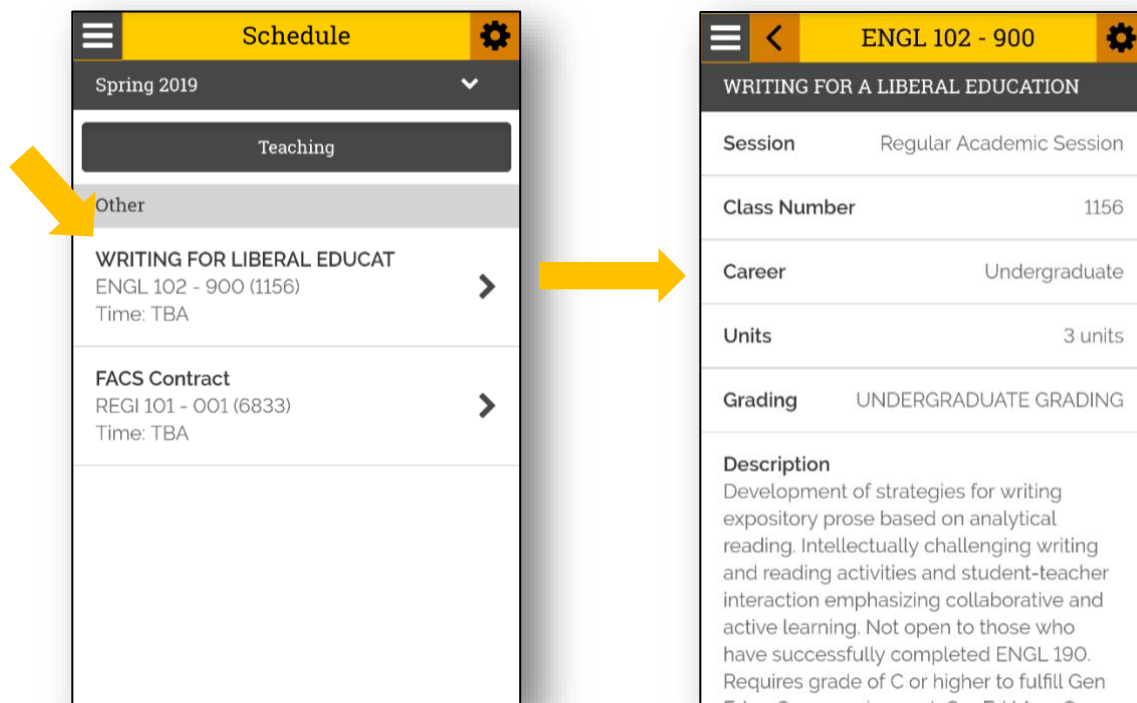


- + Choose the menu button (*the three lines at the top left*), then select **Schedule**.



+ To view your **Class Details / Class Availability**, choose a course you would like to view.

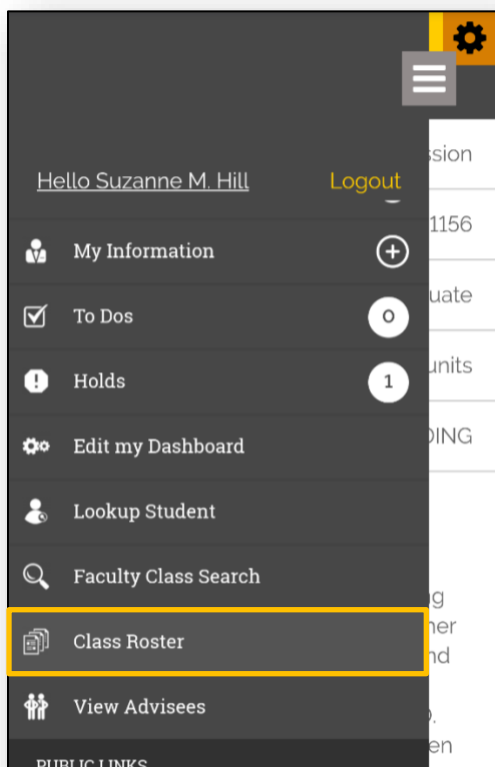
If you do not see classes you are expecting to see in “my schedule,” it may be because the contract is not completed. You will be assigned to your course(s) and you can view your classes once the department issues and approves your contract for that class. Click on the class to view the details.



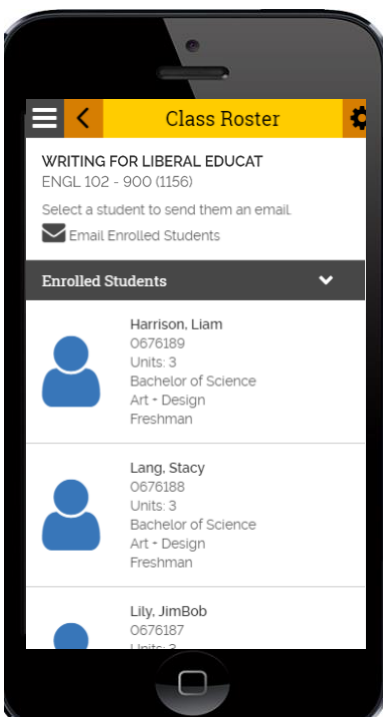
Here you can view all class details such as Units, Meeting Day/Time and Classroom, Wait List, Enrollment Requirements, Class Attributes, Enrollment Total, Available Seats, Class Notes, and Catalog Description.

Class Roster

+ To view your class roster, click on the menu button again and select **Class Roster**.

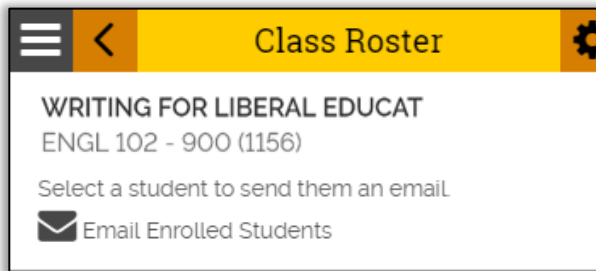


+ Once the correct term is selected (you can change this by clicking on the term at the top of the screen), choose the course for which you wish to view your roster.

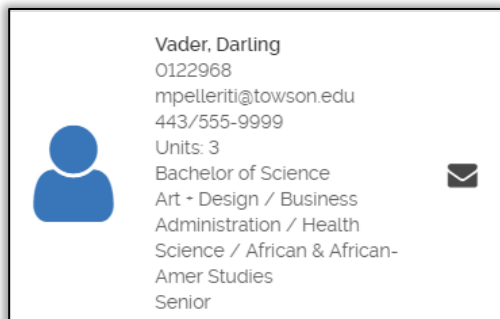


Emailing Your Students

+ To email the students on your roster, you can click on the link that resembles an envelope: *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.



Final Exams

- + To view the campus Final Exam Matrix, click on the menu button again and select **Exam Schedule**.
- + Look up the day/time of your class to view the day and time of your class's Final Exam during exam week.

If you have questions about your Final Exam, or you are concerned about a possible conflict (especially if your class is off-matrix), contact your department administrative assistant.

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 they are 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>

