

PEOPLESOFT ONLINE SERVICES

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

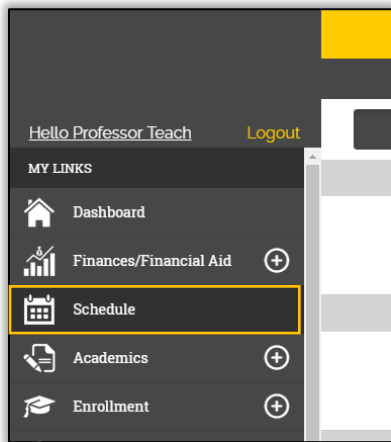
How to Log into myTU Mobile:

- + Go to www.towson.edu.
- + On the main menu, go into **My TU**.
- + Log in with your **NetID** and **Password**.

+ Once you log in, you will be taken to your Dashboard.



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

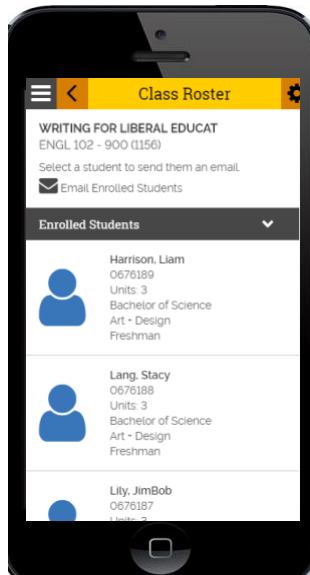


+ In order for you to view your Class Details / Class Availability, choose a course you would like to view.

Class Roster

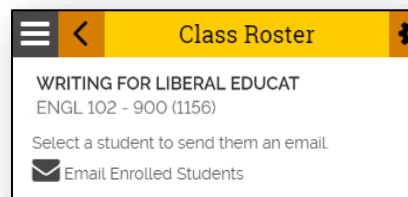
+ To view your class roster, click on the menu button again and select **Class Roster**.

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

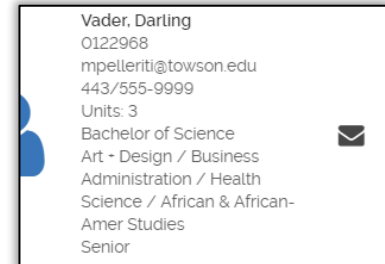


Emailing Your Students

+ 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 that there is 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. 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.

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.

Contact your academic department for all questions, issues, and support.

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.