5 Resources Available within Faculty Center:

- My Schedule
- Class Roster
- Grade Roster
- Class/ Catalog Search
- Advisor Center

How to Log into PeopleSoft:
+ Go to [www.towson.edu](http://www.towson.edu)
+ Click on Quick Links
+ Choose Towson Online Services
+ Enter your NetID and Password
+ Click on the link to Self Service
+ Choose Faculty Center

How to View Your Schedule
+ Make sure you are in the correct term. [If not, use the green Change Term button.]
+ There is a blue bar halfway down the page titled My Teaching Schedule. There will be a listing of the classes you are teaching. You will see the Class and Class Title, and how many students are enrolled.
+ You can view the Days & Times your class is offered and the Room in which it will be held. [You can also see the dates your class is offered.]
+ Click on the link on the Class to view Class Detail.

Class Detail
Here you can view all class details such as Wait List, Enrollment Requirements, Class Attributes, Enrollment Total, Available Seats, Class Notes, and Catalog Description.

Class Roster
The class roster is viewable by clicking on this icon:

Located on the left of the class listing [3 people]

On the class roster you can see the list of students enrolled, a photo, and their contact information.

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.

How to Contact Students
Click on either button at the bottom of the Class Roster page that states Notify All Students OR Notify Selected Students.

You will be taken to a page where you can type your message. Unfortunately, you cannot send attachments from this page, but you can do so through Outlook.

In Microsoft Outlook (your email application), open a blank email and use this email address to send a message to all students on your class roster: Insert the 4-digit code for the term (ex. 1174), the subject, the catalog number and section with no periods, spaces or underscores.

For example: 1174ENGL102900@towson.edu

In Outlook, you can request that receipts for emails delivered and read be sent to you by going to Options / Tracking and clicking on Request a Delivery Receipt and Request a Read Receipt.

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.