Viewing Permission Numbers

1. Welcome to Faculty Self Service. The Faculty Center allows you access to your schedule, class roster and grade roster.

2. Click the Collapse Menu button.

3. Use the My Schedule page to access instructor-related transactions and to view teaching schedules. You see only those terms for which you are assigned as the instructor.

4. To select a different term, click the change term button. For this example, retain 2009 Fall.

5. The Permission List button allows you to access permission lists for classes without a roster (no enrollment). Permission lists for classes with enrollment can be accessed through the Class Roster page.

6. To access the Class Permission List, click the Permission List button.

7. The Class Permission Lists page has three grids: Permissions Assigned, Permissions Available, and Instructors.

8. The Permissions Assigned grid displays all Permission Numbers currently used for that class, including Name, Used On date, Expires On date, and Permission Type.

   Note: This list includes only those numbers that have actually been used by students.

9. The Permissions Available grid displays all un-used Permission Numbers and the Expires On date.

10. The Instructor grid displays all the instructors teaching this course with their respective instructor role.

11. Use the links on this page to access the Class Roster and to return to the My Schedule page.

12. Congratulations! You have successfully viewed permission numbers.

End of Procedure.