

**View rosters for your currently assigned courses.**

1	<p>Log into your Self-Service account at <a href="http://www.lasierra.edu/selfservice">www.lasierra.edu/selfservice</a> OR select <b>Self-Service</b> from the <b>Quick Links</b> menu on the La Sierra homepage (<a href="http://www.lasierra.edu">www.lasierra.edu</a>).</p> <p>To login, use your <b>Employee ID number</b> and <b>Digit-only Password</b> OR your <b>Digital User Name</b> and <b>Password</b> (e.g. email username and password).</p>	<p><b>User Login</b></p> <p>Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy.</p> <p>USER ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> <input <="" input="" type="button" value="Forgot Password?"/></p>
2	<p>From the Main Menu, select <b>Faculty &amp; Advisors</b>.</p>	<p><b>Main Menu</b></p> <p><b>Students</b> Change Personal Information, Register, View your academic records and Financial Aid</p> <p><b>Faculty &amp; Advisors</b> Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; Process a student's registration; Display your security setup.</p>
3	<p>From the Faculty &amp; Advisors menu, select <b>LSU Rosters and Advisees</b>.</p>	<p><b>Syllabus Information</b></p> <p><b>Office Hours</b></p> <p><b>LSU Rosters and Advisees</b></p> <p><b>Examination Schedules</b></p>

**View rosters for ANY La Sierra University course.**

1-2	<p>Follow Steps 1 and 2 from the directions provided above.</p>	
3	<p>From the Faculty and Advisors menu, select <b>CRN Selection</b>.</p>	<p><b>Faculty and Advisors</b></p> <p><b>Student Information Menu</b></p> <p><b>Term Selection</b></p> <p><b>CRN Selection</b></p> <p><b>Faculty Detail Schedule</b></p> <p><b>Week at a Glance</b></p>
4	<p>Select the <b>Term</b> you wish to view then select <b>Submit</b>.</p>	<p><b>Select Term</b></p> <p>Select a Term: <input type="text" value="Fall of 2012"/></p> <p><input type="button" value="Submit"/></p>
5	<p>If the course for which you wish to view a roster is not listed, select <b>Enter CRN Directly</b>.</p>	<p><b>Select a CRN</b></p> <p>⚠ You have no assigned sections for this term.</p> <p><input type="button" value="Enter CRN Directly"/></p>
6	<p>Enter the CRN for the course roster you wish to view.</p>	<p><b>Enter CRN Directly</b></p> <p>CRN: <input type="text"/></p> <p><input type="button" value="Submit"/></p>
7	<p>Select <b>Detail Class List</b> to view list of registered students' class standing, academic programs, and student ID. For a more abbreviated listing, select <b>Summary Class List</b>.</p>	<p><b>Week at a Glance</b></p> <p><b>Detail Class List</b></p> <p><b>Summary Class List</b></p> <p><b>Detail Wait List</b></p> <p><b>Summary Wait List</b></p>