

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV F-3
How Do I View My Class Roster Online?		

A. Brief Description

The Instructions below will assist Faculty members in viewing their class rosters online by using "**Faculty Services – Instructor System**" either through the College or District website and utilizing their assigned **DEC User Login and Password**. If a faculty member does not have a **DEC User ID and Password**, he or she may refer to www.lacitycollege.edu **Information Technology "How To Book" Section (IV-C-I)** for instructions on how to request or obtain DEC Access

B. How To

1. For a faculty member to view his or her class roster, the faculty member must log unto the College website at **www.lacitycollege.edu**.
2. Next, select the link **Faculty & Staff**.
3. Next Select the link **IT(Information Technology)** on the right side of the screen.
4. Next Select the link **Roster & Grades (Login Required, E-mail User Name & Password)** in the first box and on the third row under the heading **Quick Jump**.
5. Next, Select the link **Faculty Services – Instructor System** at the bottom of the page.
6. The **LACCD Faculty** page appears.
7. Enter your **DEC User ID** in the box next (right) to the phrase "**User ID**" below the heading **Instructor Login**.
8. If you forgot your **User ID**, go back to the page **Roster & Grades** and click on the link **To See Your Default Username and Password** in the box at the bottom of the page.
9. If you need further assistance, contact the **IT Help Desk at ext. 2049**.
10. Enter your **DEC Password** in the box next to the word **Password** below the phrase "**User ID**".
11. If you forgot your default password go to steps #8 and #9.
12. Next, Click on **Submit**.
13. The **LACCD Faculty** screen or page appears.
14. Ensure that the year is correct or select the correct year at the top of the page.
15. Ensure that the semester is correct or select the correct semester at the top of the page.
16. Under the heading "**Selection**", select the desired class roster you would like to view by clicking in the circle corresponding to the class or on the same row with the class.

17. Next Select the link on the left hand side of the page **ViewClass Roster**.
18. The class roster appears.
19. If you need further training as to how to navigate through the system, go back to the **Roster & Grades** page (Step #4) and click on the link **Training Video** to view the video training provided by the District on using the **Faculty Services – Instructor System**.
20. If you would like to access the **Faculty Sevices – Instructor System** from the LACCD or District website, go to www.laccd.edu.
21. Next select the link **Faculty & Staff Resources**.
22. Next select the link **Services** on the left of the page.
23. Next select **View your class roster**.
24. The **LACCD Faculty** Page appears.
25. Enter your **DEC User ID** in the box next (right) to the phrase “**User ID**” below the heading **Instructor Login**.
26. Next Enter your **DEC Password** in the box next to the word **Password** below the phrase “**User ID**”
27. Next, Click on **Submit**.
28. Ensure that the calendar year at the top of the page is correct.
29. Ensure that the semester at the top of the page is correct.
30. Under the heading “**Selection**”, select the desired class roster you would like to view by clicking in the circle corresponding to the class or on the same row with the class.
31. Next select the link **View Roster** on the left side of the screen.
32. The class roster appears.
33. Click on the **Student ID Number** if you need to see the student’s detailed information.