Login to your MyHSC/EIS Portal (https://my.hsc.unt.edu/psp/ps/?cmd=login).

Once you are logged in, ensure that the Top, Middle Tab is on "Faculty Homepage". The number of options you have listed under this tab is determined by your security access.

After you are on the "Faculty Homepage" Select the "Faculty Center" Icon.
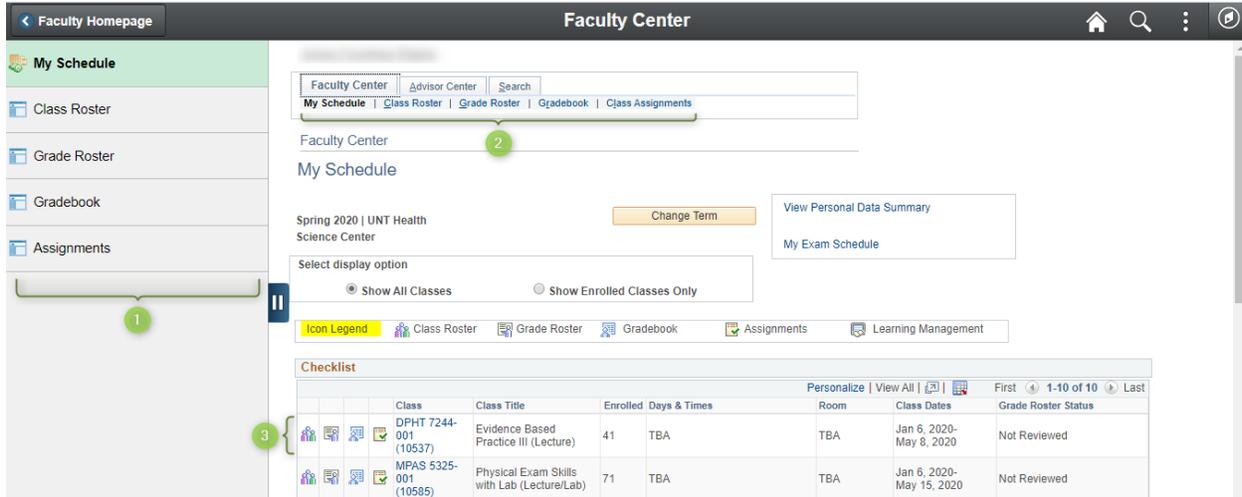
Through your Faculty Center you will be able to navigate through your:

- My Schedule
- Class Roster
- Grade Roster
- Gradebook
- Assignments

You can move from item to item through either the Left Hand Column (1), the Small linked tabs at the top of your Faculty Center (2) or by the individual icons next to each individual course (3).
*An Icon Legend is located at the top of the "Checklist" box.

When you select "Class Roster" You will have the following will appear:
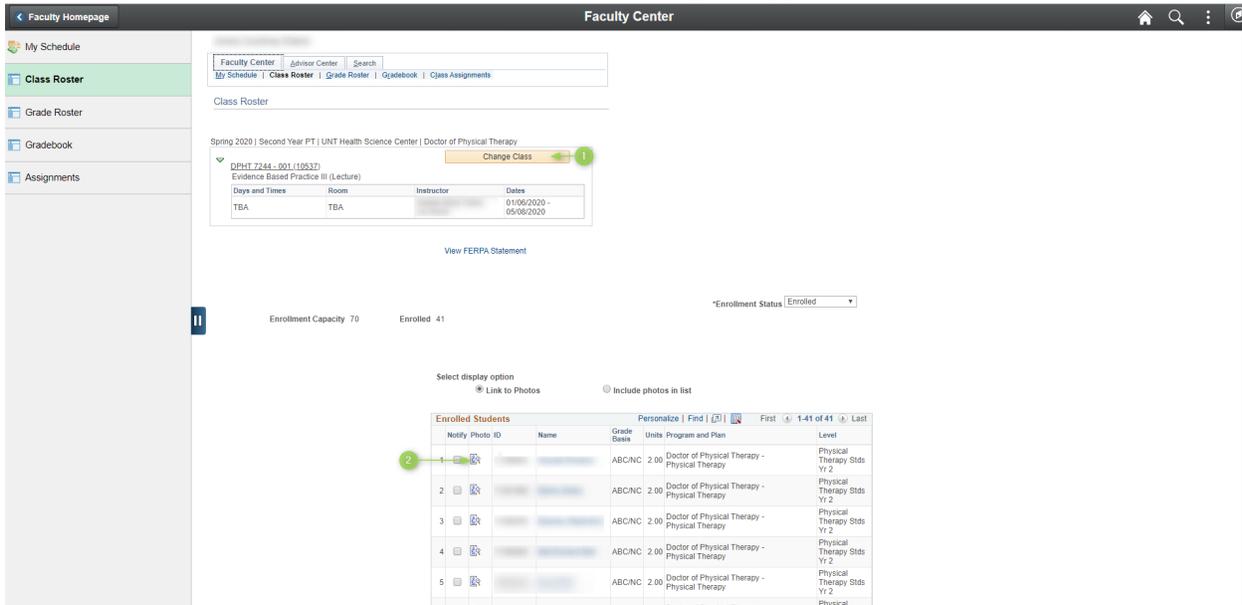
You will have the options to:

- Move from one Class Roster to another (1)
- View the Student's Photo (2), ID, name, program, plan (major), and level (classification).
- You can Print a Roster by selecting the blue link in the bottom right hand corner of the screen. This will allow you to print a portrait version of the