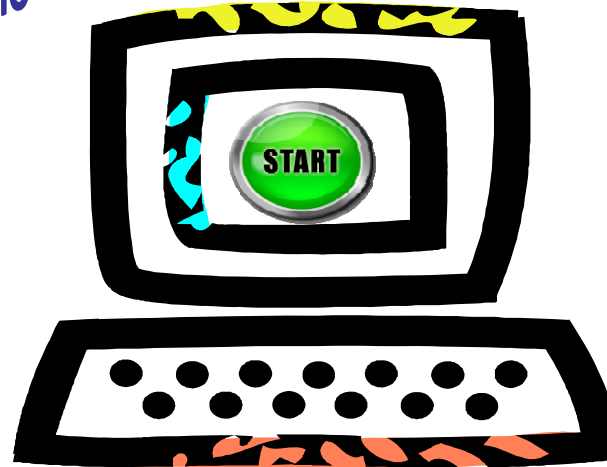


## Overview

*What functionality is available online through myCSUSTAN?*



### Faculty Center:

- View your class schedule
- View and print class rosters
- Enter grades and view and print grade rosters
- Send email to one or multiple students
- Search class schedule/catalog
- Permission numbers
- Advising functions such as viewing student's:
  - Academic information
  - Address, telephone, email
  - Class schedule
  - Enrollment appointment
  - Unofficial transcript

### HR Self Service:

- View and update your address
- View and update your phone number
- Update emergency contact information
- View benefits information such as:
  - Health
  - Dental
  - Vision

*and more.....*

You can access myCSUSTAN Faculty Center from the campus main web page or the following URL: <http://my.csustan.edu>

 **Don't forget to mark the URL as a favorite in your browser for future reference**

Campus main web page



**User ID**  
• first part of your university e-mail up to the @ symbol

**Password**  
• password you assigned

**Help is available via links**

**Access to other systems & key resources!**

**Key Dates and Deadlines will be displayed!**

**Resources**  
Blackboard  
E-mail  
Library  
Financial Aid | Scholarships  
Finance System Sign In  
Brio Reports Sign In  
Banner (Legacy System)

**Access Hours**  
System is available 24 hours, 7 days a week  
System Maintenance Schedule

**What's New**  
Dates & Deadlines  
Spring '09 Add/Drop/Withdrawals  
Financial Aid Application  
Winter '09 Final Examinations Schedule

**Ben Carded?**

When the system is not available, an **Alert** will be displayed in the Log In location and Access Hours will change!

**Access Hours**  
myCSUSTAN is down for maintenance

**Log in**

**Alert!**  
**System downtime:**  
myCSUSTAN will be down for maintenance from 00:00 AM on Day, Month 00 to 00:00 PM on Day, Month 00.

