Getting Started

This guide outlines the process for faculty to:

1) login to myCSUSTAN Faculty Center and self service
2) Outlines available functionality
3) Basic navigation including adding favorite menus

The functions available include:

HR Self Service:
- View and update your personal information such as:
  - Address
  - Phone number
  - Emergency contact information
- View benefits information such as:
  - Health
  - Dental
  - Vision
- Update Disability Status

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
- Advising functions such as viewing student’s:
  - Academic information
  - Transfer Credits
  - Address
  - Telephone
  - Email
  - Class schedule
  - Unofficial transcript

Optional Functions – Learning and Development: (these functions are OPTIONAL and intended for use by faculty only for their own information tracking)
- Faculty Event Tracking. This is OPTIONAL functions for faculty to utilize as a tool to track information such as publications, professional associations, etc.
There are various ways to login to myCSUSTAN. You can access by going to:

- http://www.csustan.edu

Select myCSUSTAN from the campus main web site;

OR

Select Faculty/Staff from the main campus web site and then click on the myCSUSTAN logo

- Sign In is as follows:
  Warrior Username = beginning of your university email address up to @ symbol
  Warrior Password = the password you have assigned
  Click on Sign In button

- Various support documentation can be found with the link titled Need Help?
Basic Navigation

- To access different menus, click on the left side menu or the menu options in the center of the screen.
- The top left hand corner of the screen will hold “Breadcrumbs” that build each time you click on the link. Use these breadcrumbs to go one page back.
- Use the left hand menu to drill down into folders, subfolders, and eventually a component that will load into the center screen.

- In the upper right hand corner of the screen:
  - Click Home to go back to the initial menu
  - Click Add to Favorites to add frequently used pages
  - Click Sign Out to exit the system
### My Favorites – this functionality is used to mark favorite screens used frequently

To add a favorite:

1. Open any screen you wish to mark as a favorite.
2. Click on **Add to Favorites** in the upper right hand corner of the screen.
3. Enter the title for this favorite and click on **OK**.
4. From the Favorites menu in the upper left hand corner of the screen, you can access the screen just by clicking on the title.
5. You can also **Edit and delete** favorites by clicking on the **Edit Favorites** component from the Favorites menu.

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<tr>
<th>Home</th>
<th>Add to Favorites</th>
<th>Sign out</th>
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**Add to Favorites**

Please Enter a Unique Description for this Favorite

- **Description**: Faculty Page

[OK] [Cancel]

**Favorites**

- **Recently Used**
  - Account Inquiry
  - Enroll Individually
  - Course Sessions
  - View Financial Aid
  - Course Session Roster

- **My Favorites**
  - Add to Favorites
  - Edit Favorites
  - Admissions Inquiry
  - Class Roster
  - Class Search
  - Classes
6. Organize the list by entering the numbering sequence you would like to see them listed.

7. Delete a favorite by selecting the minus sign to the right of the favorite.

8. Click Save.
Viewing Multiple Records

There are certain screens where multiple records can be displayed. To display all sections click on View All or click on > right arrow or left < arrow to move back and forth between records.