

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.

Logging In

The screenshot shows the website's navigation bar with 'STUDENTS', 'PARENTS', 'FACULTY/STAFF', 'ALUMNI', 'DONORS', and 'COMMUNITY'. The 'myCSUSTAN' link is circled in red. Below the navigation bar is a banner image of graduates. The 'Faculty & Staff' section includes a sidebar with 'Outlook Email', 'Blackboard', 'Computer Labs', 'Academic Catalog', and 'Academic Calendar'. The main content area is titled 'Faculty & Staff' and lists 'Faculty & Staff Resources' with a grid of links including 'Financial & Support Services', 'Gateway', 'Facilities Services', 'Event Services', 'Faculty Mentor Program', 'Faculty Center', 'Faculty Affairs', 'Human Resources', 'Academic Senate', 'Faculty Handbook', and 'Staff Council'. The 'myCSUSTAN' logo is circled in red. Below this is the 'Warrior Sign In' section with input fields for 'Warrior Username' and 'Warrior Password', and a 'Sign In' button. To the right is 'Warrior Identity Information' with instructions on how to determine the username and password. Below that is a 'Need Help?' section with a link to documentation. At the bottom, there are announcements for 'NEW FOR SUMMER/FALL 2014!!' and 'System Unavailable During These Times' (Thursdays from 8 PM to Midnight), followed by 'Additional Resources' with links to Blackboard, Student E-mail, Faculty/Staff E-mail, Financial Aid & Scholarships, Finance System, Library, Lynda.com, PeopleSoft Software Requirements, Records & Transcripts, and Dates & Deadlines.

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

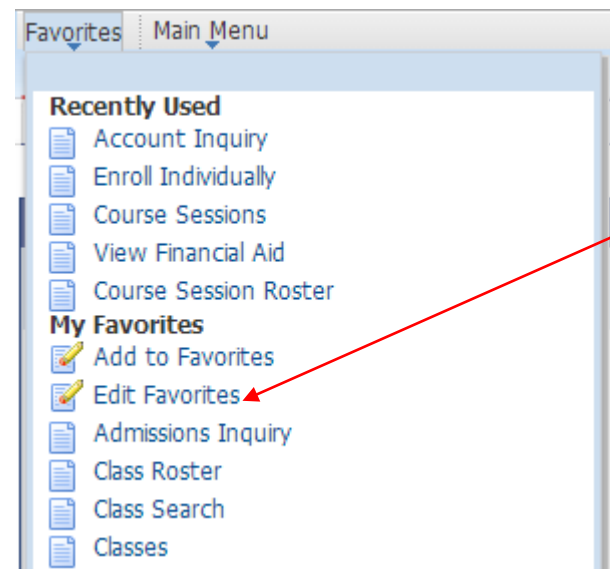
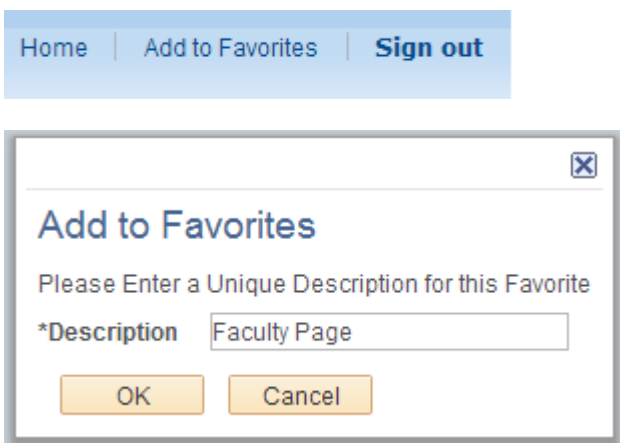
- Various support documentation can be found with the link titled **Need Help?**

Basic Navigation

The screenshot displays the Faculty Center interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdowns. Below this is the CSUSTAN logo and a breadcrumb trail: 'Faculty Page' > 'Employee Page' > 'Main Menu'. A left sidebar menu is titled 'Menu' and includes a search field and a list of categories: 'Self Service' (with sub-items like Time Reporting, Personal Information, Benefits, Learning and Development, Class Search / Browse Catalog, Enrollment, Academic Records, Degree Progress/Graduation, Faculty Center, Advisor Center, Search) and 'Campus Community' (with sub-item My System Profile). The main content area features a 'Faculty Center' widget with three panels: 'My Schedule' (View your class and exam schedules), 'Class Roster' (View your class rosters), and 'Grade Roster' (Assign grades and post your grade rosters). At the bottom, a blue navigation bar contains 'Home', 'Add to Favorites', and 'Sign out' buttons.

- 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

Edit Favorites

Click the Save button after editing or deleting favorites.



Favorites Personalize Find First 1-18 of 18 Last		
*Favorite	Sequence number	
Admissions Inquiry	0	
Class Roster	0	
Class Search	0	
Classes	0	
Course Catalog Search	0	
Enrollment Summary	0	
My Absences	0	
My Employee Information	0	
Print Class Roster	0	
Spartan Process	0	
Student Degrees	0	
Student Program/Plan	0	
Student Services Center	0	
Training Course Session Roster	0	
Training Course Sessions	0	
Training Courses	0	
Training Enroll Individually	0	
Training Summary for Employees	0	








Save Notify

- Organize the list by entering the numbering sequence you would like to see them listed
- Delete a favorite by selecting the minus sign to the right of the favorite
- Click Save

Viewing Multiple Records

My Teaching Schedule > 2014 Fall > CSU Stanislaus

View All |  |  | First | 1-7 of 7 | Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	COGS 4350-001 (40406)	The Information of Meaning (Lecture)	22	TuTh 2:00PM - 3:15PM	Dorothy & Bill Bizzini 204	Aug 21, 2014- Dec 17, 2014
	CS 3200-001 (40497)	Computer Simulation Techniques (Lecture)	30	TuTh 9:30AM - 10:15AM	Demergasso-Bava Hall 104	Aug 21, 2014- Dec 17, 2014
	CS 3200-002 (40498)	Computer Simulation Techniques (Laboratory)	30	TuTh 10:16AM - 10:45AM	Demergasso-Bava Hall 104	Aug 21, 2014- Dec 17, 2014
	CS 4300-001 (40526)	Compiler Theory (Lecture)	25	TuTh 3:30PM - 4:15PM	Naraghi Hall of Science 322	Aug 21, 2014- Dec 17, 2014
	CS 4300-002 (40527)	Compiler Theory (Laboratory)	25	TuTh 4:16PM - 4:45PM	Naraghi Hall of Science 322	Aug 21, 2014- Dec 17, 2014
	HONS 1020-001 (41874)	Mathematical Connections (Lecture)	33	TBA	Fully Online-See Class Notes	Aug 21, 2014- Sep 26, 2014
	HONS 3050-001 (40965)	Methods of Discovery (Lecture)	22	TuTh 2:00PM - 3:15PM	Dorothy & Bill Bizzini 204	Aug 21, 2014- Dec 17, 2014

- 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