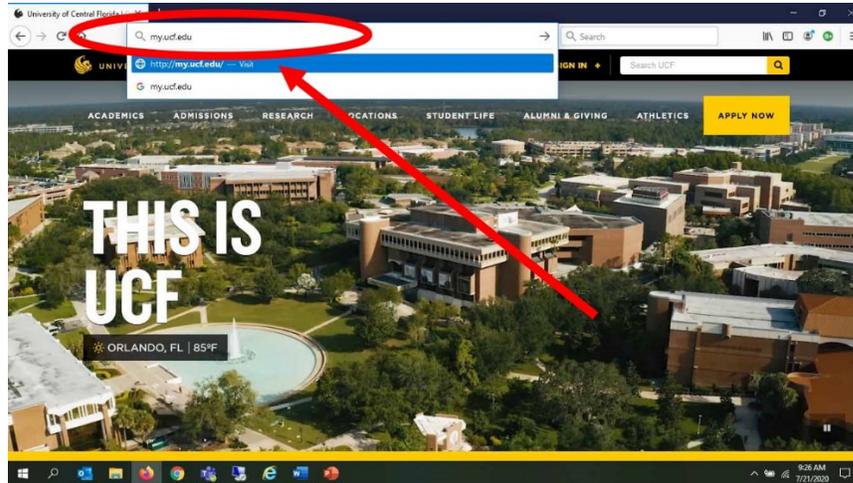
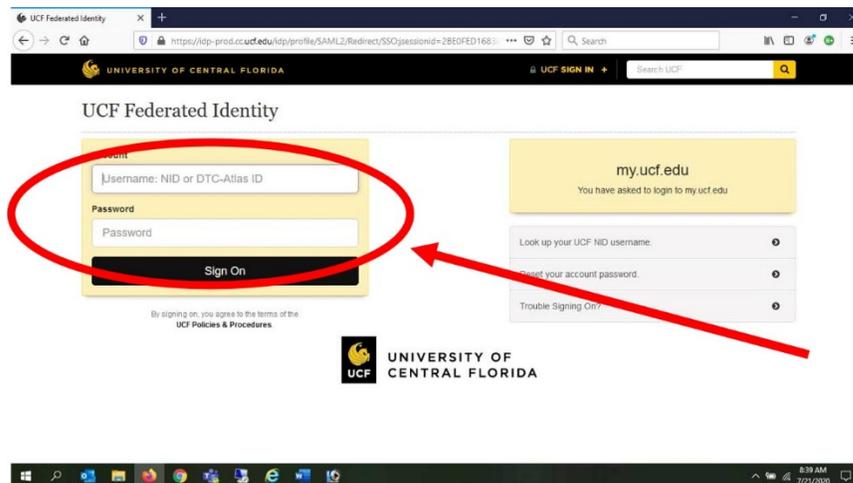


# How to Access the myUCF Portal and Class Rosters

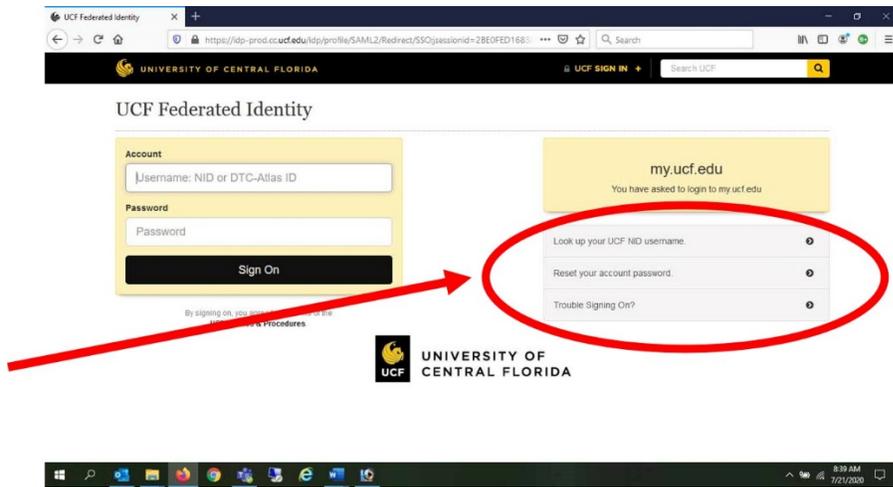
1. Open a supported web browser (recent version of Chrome, Firefox, Edge, or Safari) and navigate to my.ucf.edu.



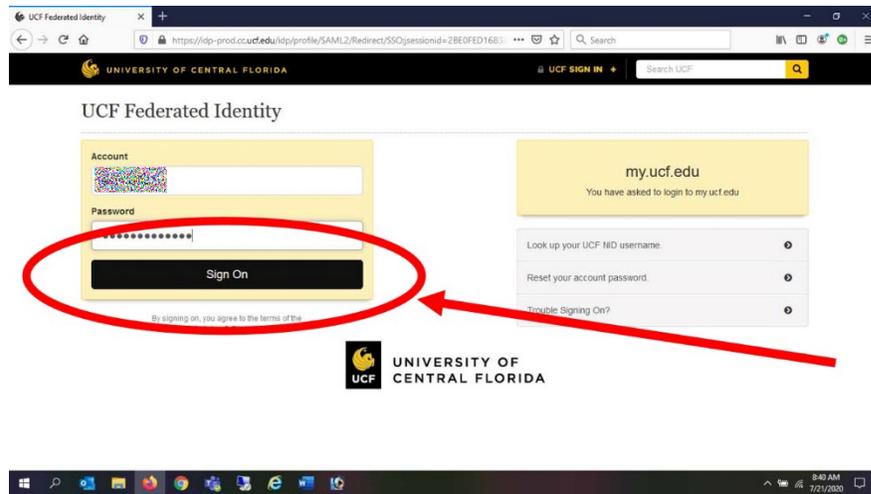
2. The UCF Federated Identity page will be displayed. Enter your NID and NID Password into the appropriate fields.



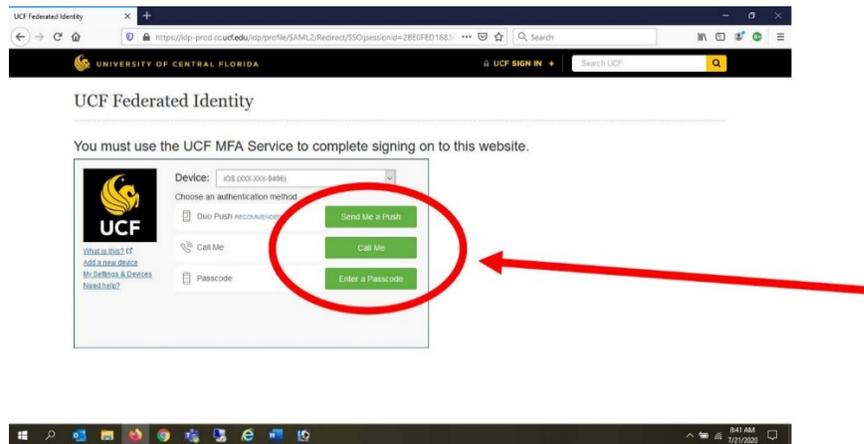
3. To look up your NID, go to What is my NID?; If you forgot your password, go to What is my NID Password?



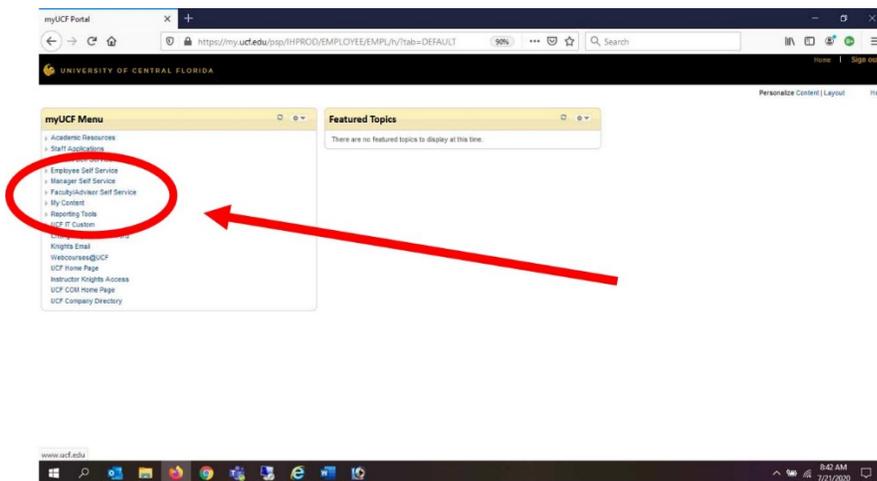
4. Click Sign On.



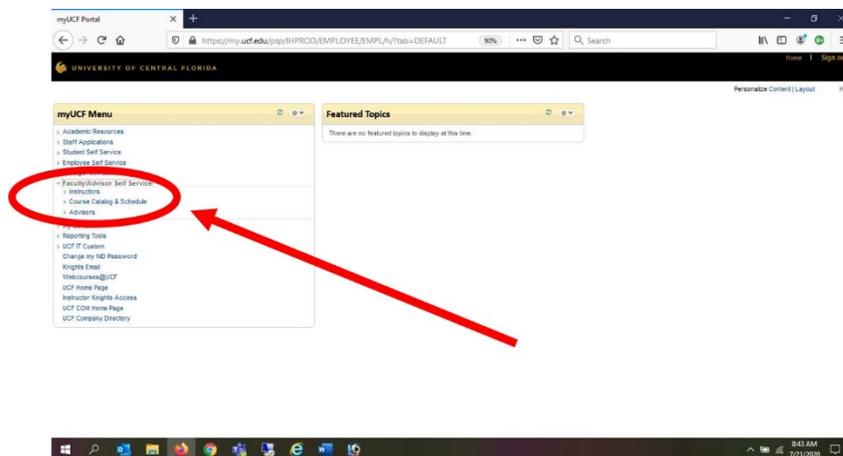
5. Send Me a Push.



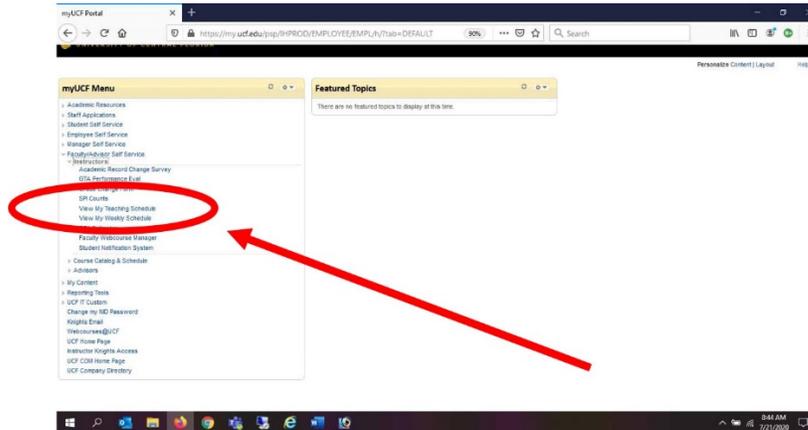
6. In the "Menu" near the top-left of the screen, click on Faculty/Advisor Self Service.



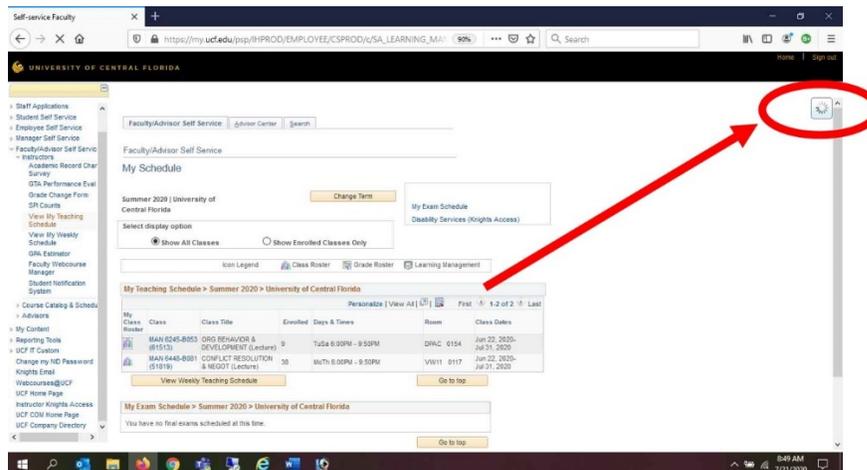
7. Then select Instructors.



8. Then View My Teaching Schedule.



9. Note the Progress Indicator. Let it finish before clicking again.



10. Your list of classes Faculty will load. One column labeled “My Class Roster” contains icons of people; you would click here to obtain a roster at the start of the term. A nearby column will be labeled “My Grade Roster” that contains a different icon grade icon you need to click to access your final grade submission roster. The Grade Roster icon will not be visible to anyone until the end of the semester.