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 <u>What is my NID</u>?; If you forgot your password, go to <u>What is my NID</u> <u>Password</u>?

UC	F Federated Identity			
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4. Click Sign On.

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	Choose an authentication method				
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My Settings & Devices Need help?	Passcode	Enter a Passcode			

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





7. Then select Instructors.



8. Then <u>View My Teaching Schedule</u>.

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Change my ND Password			
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9. Note the Progress Indicator. Let it finish before clicking again.

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Grade Change Form SPI Counts	Summer 2020 University of Charge Term Central Florida My Exam Schedule					
Schedule View Ify Weekly Schedule	Select display option Bow All Classes O Show Exrolled Classes Only					
Faculty Webcourse Manager	kon Legend 🔒 Class Roster 🖓 Grade Roster 🖓 Learning Management					
Student Notification System	My Teaching Schedule > Summer 2020 > University of Central Florida					
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Change my ND Password Crights Email	MAN 6446-8081 CONFLICT RESOLUTION 36 MuTh 6.01PM - 9.50PM VW11 0117 Jun 22, 2020- Jul 31, 2020					
Webcourses@UCF UCF Home Page	View Weskly Teaching Schedule Ge to top					
nstructor Knights Access	My Exam Schedule > Summer 2020 > University of Central Florida					

10. Your list of classes 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.