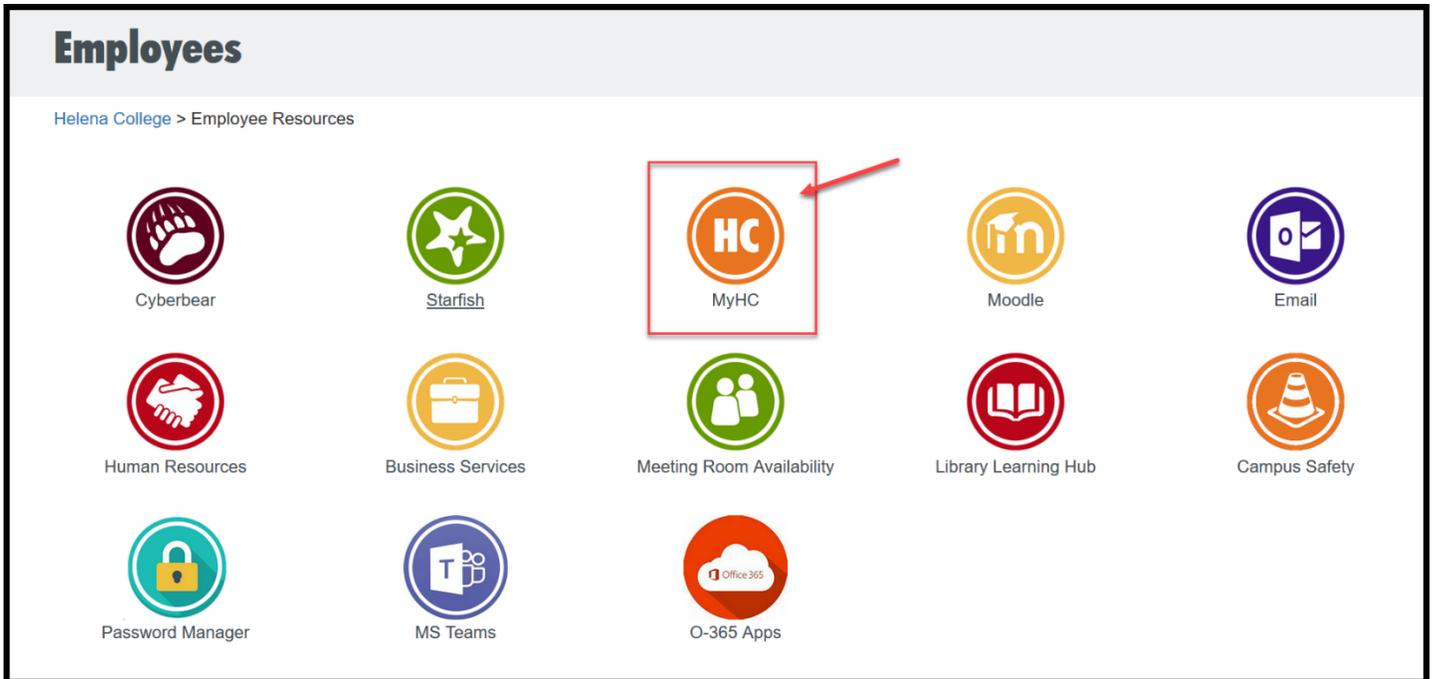


How to View Student Rosters on MyHC

(1) On the [Employee Portal](#) of the college's website, click on the **MyHC** button:



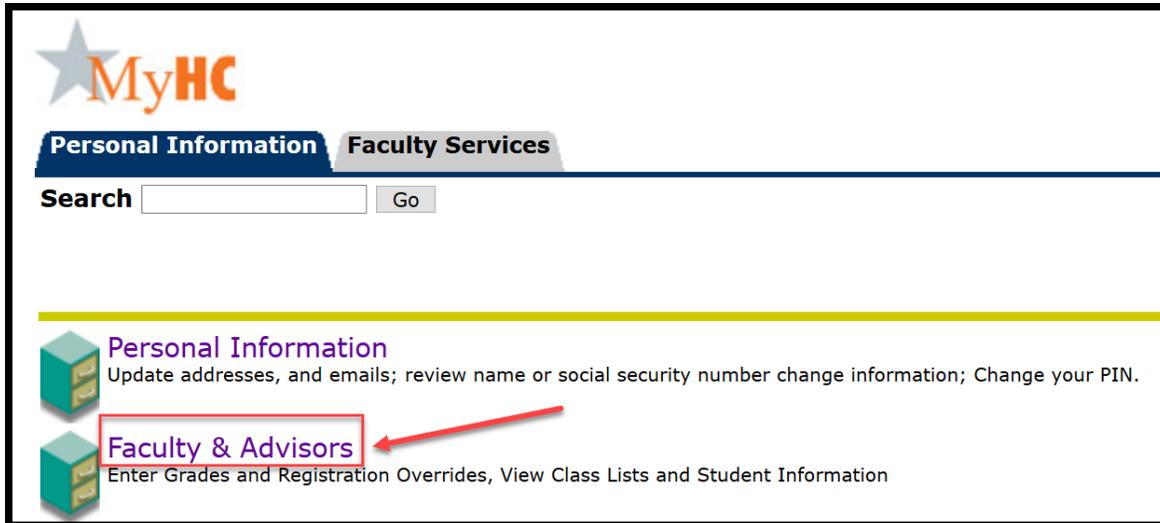
(2) Sign into your MyHC account using your NetID and Password:



The sign-in form contains the following elements:

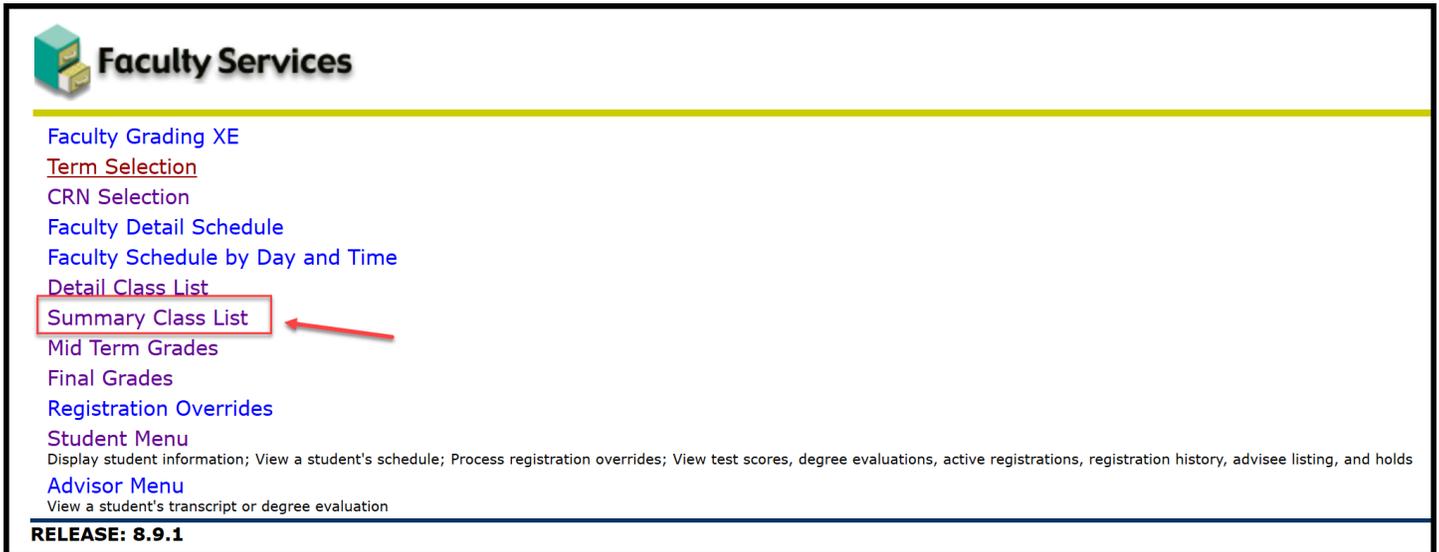
- NetID label and a text input field.
- A link labeled 'Look up my NetID' positioned to the right of the NetID input field.
- Password label and a text input field.
- A link labeled 'I don't know my password' positioned to the right of the password input field.
- A 'Sign In' button with a user icon.

(3) Choose “Faculty & Advisors”:



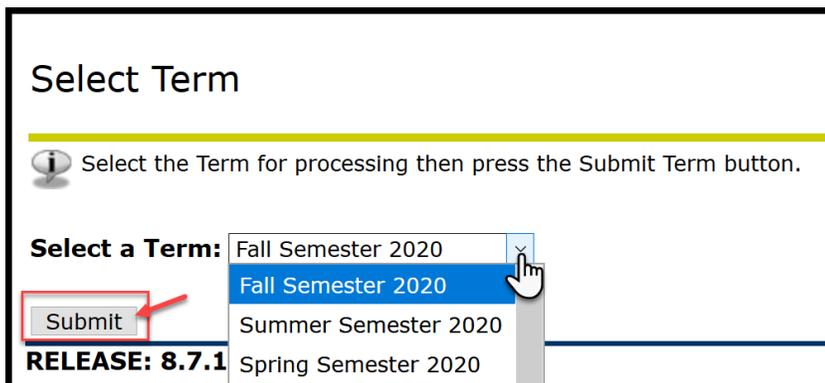
The screenshot shows the MyHC website interface. At the top left is the MyHC logo. Below it are two tabs: "Personal Information" and "Faculty Services". Under "Faculty Services", there is a search bar with a "Go" button. Below the search bar, there are two menu items, each with a server rack icon: "Personal Information" (Update addresses, and emails; review name or social security number change information; Change your PIN.) and "Faculty & Advisors" (Enter Grades and Registration Overrides, View Class Lists and Student Information). A red box highlights the "Faculty & Advisors" link, and a red arrow points to it from the right.

(4) Choose “Summary Class List”:



The screenshot shows the "Faculty Services" page. At the top left is a server rack icon and the text "Faculty Services". Below this is a list of links: "Faculty Grading XE", "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Mid Term Grades", "Final Grades", "Registration Overrides", "Student Menu", and "Advisor Menu". A red box highlights the "Summary Class List" link, and a red arrow points to it from the right. Below the list is a small text block: "Display student information; View a student's schedule; Process registration overrides; View test scores, degree evaluations, active registrations, registration history, advisee listing, and holds". At the bottom left, it says "RELEASE: 8.9.1".

(5) Select the term and then hit the “Submit” button:



The screenshot shows a "Select Term" dropdown menu. At the top, it says "Select Term". Below that is an information icon and the text "Select the Term for processing then press the Submit Term button." The dropdown menu is open, showing four options: "Fall Semester 2020", "Fall Semester 2020", "Summer Semester 2020", and "Spring Semester 2020". A red box highlights the "Submit" button, and a red arrow points to it from the right. A hand cursor is pointing at the second "Fall Semester 2020" option. At the bottom left, it says "RELEASE: 8.7.1".

(6) Select the **CRN** if you teach multiple courses, then hit the “**Submit**” button:

Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: M 092 EOR: Algebra I, 72143 (8)
M 092 EOR: Algebra I, 72143 (8)
M 093 EOR: Algebra II- STEM Prep, 72145 (8)
M 111T O: Technical Mathematics, 72151 (22)

Submit

If you have technical issues with your MyHC account, please contact

IT Department

447-6960

IT@helenacollege.edu

If you don't see your courses in MyHC account, please contact

Registrar and Admission Office

447-6909

HCRegistrar@helenacollege.edu

If you have questions related to Dual Credits courses and enrollment, please contact

Stephanie Hunthausen

Director of K-12 Partnerships

447- 6993

Stephanie.hunthausen@helenacollege.edu