



Welcome to MyFaculty.CCC.edu


MyFaculty.CCC.edu allows faculty of the City Colleges of Chicago to view their class schedule and rosters online, from on or off campus.

Faculty Accounts

Faculty members should use their Novell Accounts to login to **MyFaculty.CCC.edu**. Faculty also use their Novell account to login to campus PC's and Peoplesoft HR Self-Service. Contact the help desk at your college if you do not know your Novell account or password. Example Novell Account:

Mary Smith Novell Account: msmith11

Important Notes Before You Login

- To view **MyFaculty.CCC.edu** properly you must use Internet Explorer 5.0 or later. Run the Browser Test (link on the home page of **MyFaculty.CCC.edu**) to ensure your computer is properly configured for **MyFaculty.CCC.edu**.
- Whenever you see a magnifying glass , there is search assistance available. By clicking on the magnifying glass, you can search for acceptable values.
- Each **MyFaculty.CCC.edu** page has its own help page. When you are logged into MyFaculty.CCC.edu, click the Help link in the upper right hand corner for more information about that page.
- Keep your password private and remember to log off.
- For more assistance visit: <http://www.ccc.edu/sahelp/> and click Faculty Support.

1 Login to MyFaculty.CCC.edu

All current faculty members should have a Novell Account and therefore should have access to MyFaculty.CCC.edu.

- Open Internet Explorer and type **My.FacultyCCC.edu** in the address bar.
- Enter your Novell username and password to login.
- If you do not know your Novell username and password, contact your college help desk.

3 View your Weekly Schedule

To view your weekly schedule, do the following:

- Login to **MyFaculty.CCC.edu**.
- From the Learning Management Screen, click **View My Weekly Schedule**.
- Your current weekly schedule will be displayed.
- To change terms, enter different dates and click **Go**.

2 View your Schedule

To view your schedule, do the following:


- Login to **MyFaculty.CCC.edu**.
- From the Learning Management Screen, click **View My Class Schedule**.
- Select a Term.
- Your class schedule for that term will be displayed.
- Click Instructor Schedule 2 for more information.

4 Access Class Rosters

To view your class rosters, do the following:

- Login to **MyFaculty.CCC.edu**.
- From the Learning Management Screen, click Access Class Roster.
- Select a Term.
- Select the Course Title of the roster you wish to view.

5 Search the Class Schedule

- Go to **MyFaculty.CCC.edu**.
- From the Learning Management Screen, click **View Schedule of Classes**.
- Select Term.
- Click **Basic Search**.
- Click on the magnifying glass , then click Look-up to view a list of Subjects from which to choose.
- Locate the subject of interest and click on the value.
- OPTIONAL:** Select your Course Career. Course Careers are described below. If you are unsure of your Course Career, consult with an Academic Advisor or Registrar at your college.
- REQUIRED:** Select a City College from the Campus dropdown.
- OPTIONAL:** Enter the catalog number of the course (example catalog number: 101).
- To achieve maximum search results, enter as little information as possible.
- Click **Search**.
- Review search results. Search Result Screenshot:

Semester Credit	For credit courses in General Studies, Transfer, or Career/Technical-Education Programs.
Adult Education	For ESL or GED prep courses.
Continuing Ed	For non-credit, self-improvement classes.
Skills	For short-term, intensive vocational certificate programs that provide industry and trade focused job training.
Military	For classes taken while in the military.

Class Sections Find 1 of 6

Class Nbr	Subject	Catlg Nbr	Sect	Description	Credit hours of class	Units	Comp Status	Avail
11182	ART	103	C	Art Appreciation	3	3	LEC Open	33

Session: Big Term
 Campus: Harry S Truman College
 Course Fee:
 Time: 9:30AM 12:20PM TuTh
 Room: TR-Bldg1 3929
 Dates: 06/16/2005 - 08/04/2005
 Instructor: Staff