

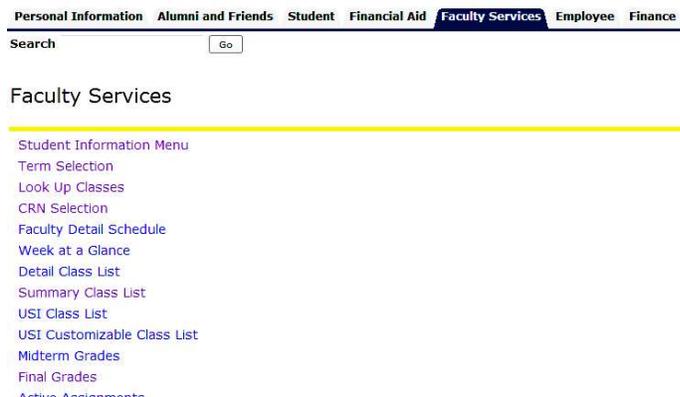
CAP Instructor, Building Coordinator or Secondary Instructor,

Below are a few helpful screen shots to access myUSI to view CAP rosters. If you need help navigating myUSI, feel free to contact the CAP office and we'll be happy to help.

1. Log from the myUSI link (top right) on the USI.edu page. If you have forgotten your username or password, or need to activate your account (first-time user), select “Need Help Signing In?” Be sure to save your username and password somewhere secure for future use. Once logged in, look for the blue “Self Service” folder.



2. Select the link along the top that says “Faculty Services” or a blue link along the left side that says “Faculty and Advisors”—either will work. Select “Summary Class List”.



3. Select the term your students enrolled. The system defaults to the next semester’s term.

Select Term

Select a Term:

4. Click “Submit” to view a course roster or “Enter CRN Directly” to view rosters by typing in a specific Course Reference Number *for that term*. For example, new building coordinators won’t automatically see courses for that term; they will need to enter the CRN directly.

Contact the CAP office at (812) 228-5022 if you need your school’s Course Reference Numbers or have any questions.