

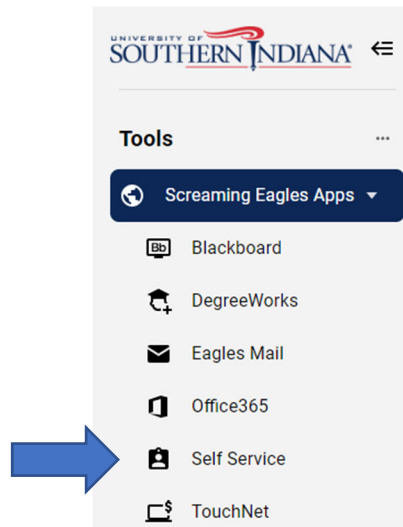


Viewing CAP Rosters in Banner 9 Self-Service

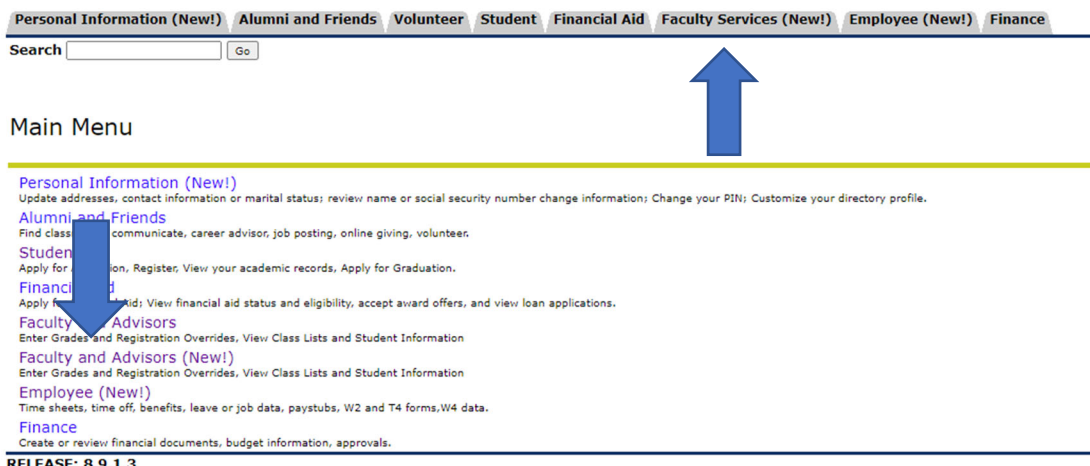
In December 2022, USI launched a new **Faculty and Advisors** module inside MyUSI\Self-Service.

Below are detailed directions and screenshots to help you view CAP rosters in the new module in myUSI.

1. Log into myUSI from the myUSI link (top right) on the USI.edu page or from <https://my.usi.edu>.
 - a. If you have forgotten your login credentials, select “Need help logging in?” to have a password reset message sent to your non-USI email account.
 - b. Be sure to save your username and password in a secure location for future use.
 - c. Once logged in, look for and click on “Self-Service” on the left side of your screen. If you do not see it, click on the three dots next to “Tools,” click “View All,” and search for “Self Service” in the search bar.



2. Select the link along the top that says “Faculty Services (New!)” or a blue link along the left side that says “Faculty and Advisors (New!)” – either will work.



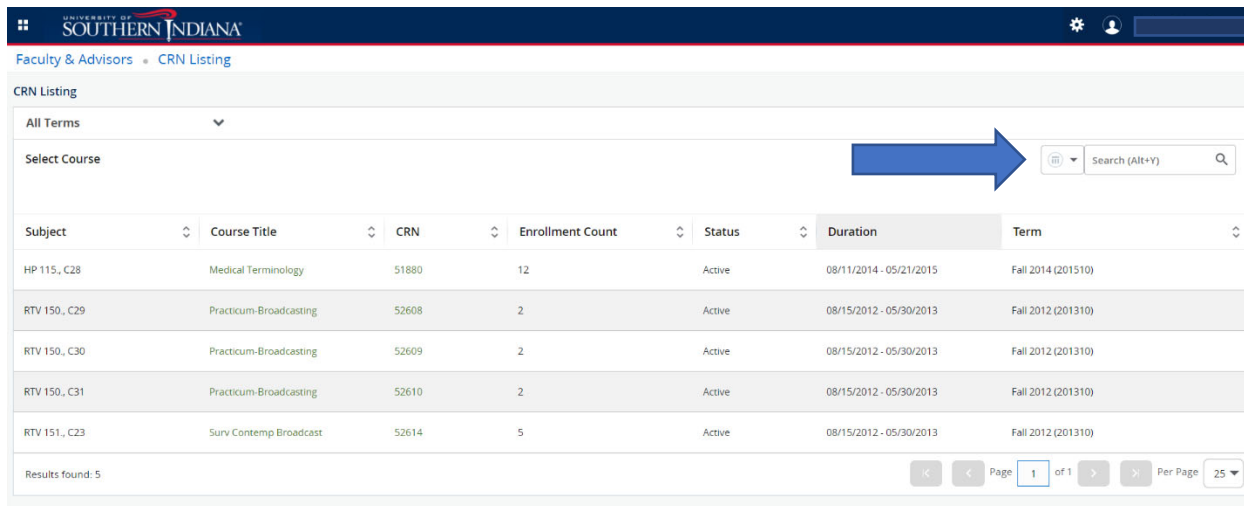
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3. A new tab will open. Select "Class List."



4. You will see every section of a course you've ever taught or been assigned to, either through CAP or on-campus teaching assignments.

- To sort the sections, click on the column headers or use the search bar in the upper right corner.
- If you want to search by term, you'll need to use the USI format which is the four-digit year plus a two-digit code ('10' stands for fall and '20' for spring).
- Example: If the academic year is 2024-2025, Fall 2024 is coded as 202510 and Spring 2025 is coded as 202520.



5. To view the class roster, click the subject (Ex: HP 115.C28) or enrollment count (Ex: 12) of the correct section. Do not click the course title or the CRN.

University of Southern Indiana
Faculty & Advisors > CRN Listing

CRN Listing

All Items

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HP 115, C28	Medical Terminology	51880	12	Active	08/11/2014 - 05/21/2015	Fall 2014 (201510)
RTV 150, C29	Practical Broadcasting	52613	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C30	Practical Broadcasting	52614	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C31	Practical Broadcasting	52615	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 151, C23	Surv Contemp Broadcast	52614	5	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)

Results found: 5

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6. The screen with your class roster will look like this and can be sorted in various ways by clicking the column headers.

University of Southern Indiana
Faculty & Advisors > CRN Listing > Class List

Class List

Fall 2014 - 201510 | HP 115 | 51880

Export Print

Course Information

Medical Terminology - HP 115, C28
CRN: 51880
Duration: 08/11/2014 - 05/21/2015
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	0	12	-12
Wait List	0	0	0
Cross List	0	0	0

Class List | Wait List

Summary Class List

Search (Alt+Y)

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman

Results found: 12

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Contact the CAP office at 812-228-5022 or email cap@usi.edu if you have any questions or need assistance.

Thank you,

Jaclyn, Dana, & Zoe