

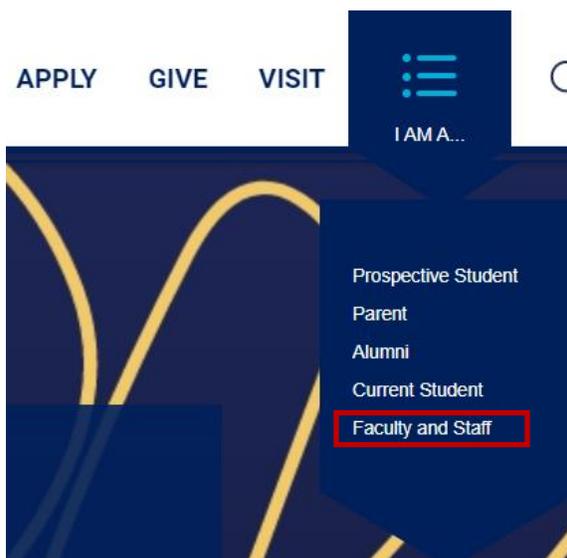
How to View Your Class Roster in Self-Service Banner (SSB)

Important

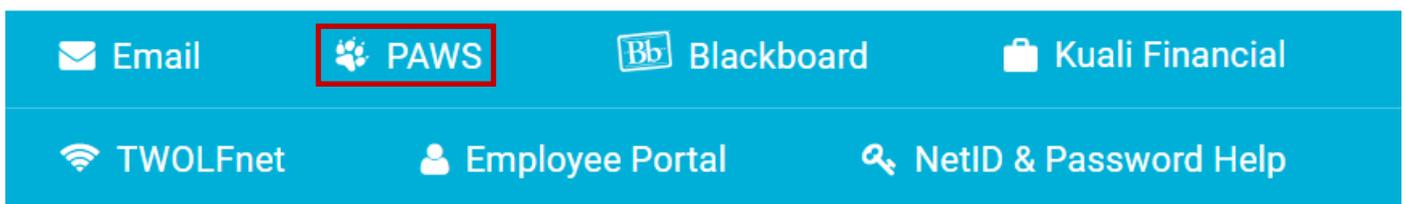
- Access to your class roster is in [PAWS](#) under the **Banner** Module. This will lead you to Self-Service Banner (SSB).

Accessing Self-Service Banner through PAWS

1. On our main website, www.csupueblo.edu, click the “I AM A...” flag in the top right corner and then select “Faculty and Staff”



2. Near the top of the page, click the “PAWS” module.



3. Click "Login" on the next screen.



4. Login using your CSU System NETID credentials. If you do not know your NetID, please contact your department chair or Human Resources. If you are an STS instructor, please contact Jasmine Herrera at 719-549-2627 or Jasmine.hererra@csupueblo.edu

If you are still having issues logging in, please call 719-549-2002 or submit an [IT Help Ticket](#).

Accessing CSU Pueblo ePAWS Production



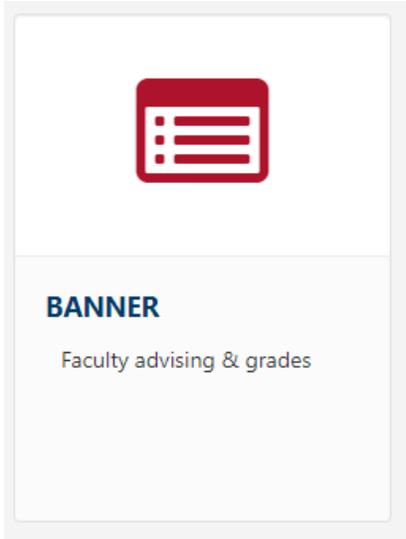
This is a production instance for CSU Pueblo's ePAWS employee portal.

NetID:

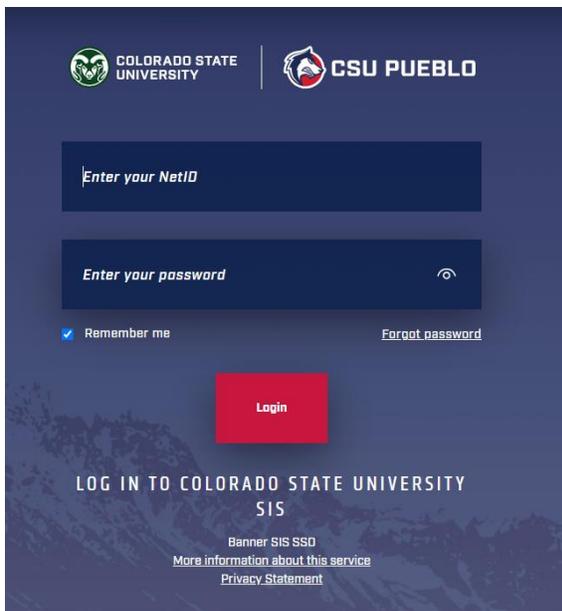
Password:

Don't Remember Login

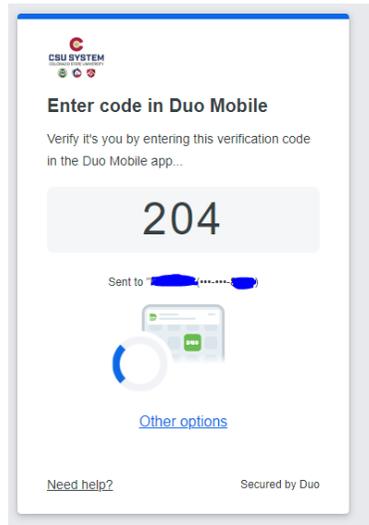
5. Select the “Banner” Module



6. Enter your login credentials.



7. Using the DUO app on your phone, enter the code that appears on screen.



Faculty and Advising Options

8. Once logged in, click "Class Lists"

Faculty and Advising Options

Hello [redacted]

Welcome to Self Service Banner (SSB). For training how to use SSB, Advisors and Faculty have been given access to the Blackboard course Banner Professional Learning. If you are not seeing this course in Blackboard, please contact **Carol Larson**

From here, depending on your faculty or advising role you may have access to one or more of the modules:

- Advising Student Profile
- Remove Advising PIN
- View Student Schedule
- Registration Approvals and Overrides
- **Class Lists**
- Faculty Course Detail
- Faculty Week at a Glance (Teaching Schedule)
- Browse Course Catalog
- Grade Entry

- This page will show a list of your current and upcoming courses. Click anywhere in the row of the class that you would like to view. Note: Clicking on the course title will provide a popup menu of catalog information and not your class list.

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ENG 101, 002	Rhet & Writing I	81582	16	Active	08/19/2024 - 12/13/2024	Fall Semester 2024 (202490)
MATH 101, 999	Intro College Math	53358	3	Active	05/13/2024 - 08/01/2024	Summer Semester 2024 (202460)
MATH 096, 999	Coll Prep Math 1	53359	2	Active	05/13/2024 - 08/01/2024	Summer Semester 2024 (202460)

- Here, you can view course information, enrollment counts and your class roster.

Faculty & Advisors • CRN Listing • Class List

Class List

Summer Semester 2024 - 202460 MATH 101 | 53358

Course Information

Intro College Math - MATH 101 999
 CRN: 53358
 Duration: 05/13/2024 - 08/01/2024
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	10	3	7
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List

Summary Class List

Class Roster

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[Profile Icon]	[ID]	Registered	Undergraduate	3	No Access	[Final]	Senior
<input type="checkbox"/>	[Profile Icon]	[ID]	Registered	Undergraduate	3	No Access	[Final]	Senior
<input type="checkbox"/>	[Profile Icon]	[ID]	Registered	Undergraduate	3	No Access	[Final]	Junior

Additional Information:

- If applicable, you can view the wait list of your course by clicking the “Wait List” tab.
- You can export your roster to an Excel spreadsheet by clicking the “Export” button in the top right corner of the screen.
- You can print your roster by clicking the “Print” button in the top right corner of the screen.

Questions?

- Please contact the Registrar’s Office at 719-549-2261 or csup_registrar@csupueblo.edu.