How to Get your PiD and NiD

Faculty access to on-line Class Rosters, Class Enrollment List, and Instructor Schedule are now available in the myUCF portal at https://my.ucf.edu. To use these features, you must log in using your Personal ID (PiD), which you can obtain from myUCF home page.

GET YOUR PiD (EmpID)

1. Log in to the MyUCF portal at https://my.ucf.edu. Follow the link What is my PiD & NiD?

2. Follow on-screen instructions to get your PiD/NiD.

Once you have your PiD, write it down and click on Return to myUCF.

PiD: Hpotters
NiD: Hpotters

Using Faculty/Advisor Screens in myUCF
3. Use your PID and a default password for your first log in.

Your default password is the letter P followed by your date of birth in yymmdd format.

Example: If your birth date is April 16, 1950, enter P500416

After log in, you need to change your password; after doing so, you will be forced out of the system. Log in again using your PID and newly designated password.
1. Once you log in, go to **Faculty/Advisor Self Service** located in the upper left hand corner under the myUCF Menu.
2. To view students enrolled in a course where you are assigned as the instructor, you can **View Your Class Schedule**.

3. Be aware that if your class is listed in the Class Schedule as instructor "TBA," you will need to use **Any Class Roster**.

4. Choose the appropriate link from the menu **Your Class Rosters**.

5. If you are scheduled to teach a course, you can click on Class Roster (people icon) to download your roster.

If you want to view grades, click on **My UCF Grades icon**.
6. After you have clicked the Class Roster (people icon) your students will appear, you can download this roster in an excel format by clicking “Download”. 
7. If you are having troubles downloading your class roster then click “Trouble Downloading?”

Trouble downloading a class roster?

Press the [Ctrl] key on your keyboard while clicking on the Download link. This allows an override to pop-up blockers that you may have turned on.

Still can’t download your roster?

1. If your browser is Internet Explorer, right click on the Internet Explorer icon, and choose Properties.
2. Click the Security tab.
5. Click the Enable radio button for the following:
   - Automatic prompting for file downloads
   - File download
6. Click OK
   - When the next box appears to ask you if you want to change the security settings for this zone, click "Yes".
7. Click OK on the Internet Properties box.

8. Save the file to a designated location. You can then open the file in Excel. The rows can be manipulated as needed.

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Units</th>
<th>Major</th>
<th>Email Address</th>
<th>FERPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000301</td>
<td>Potter</td>
<td>Harry</td>
<td></td>
<td>12</td>
<td>Education PhD -</td>
<td><a href="mailto:Hpotter@hogwarts.edu">Hpotter@hogwarts.edu</a></td>
<td></td>
</tr>
<tr>
<td>0000355</td>
<td>Simpson</td>
<td>Homer</td>
<td></td>
<td>12</td>
<td>Education PhD -</td>
<td><a href="mailto:SimpsonH@school.edu">SimpsonH@school.edu</a></td>
<td></td>
</tr>
<tr>
<td>0000356</td>
<td>Simpson</td>
<td>Marge</td>
<td></td>
<td>12</td>
<td>Education PhD -</td>
<td><a href="mailto:SimpsonM@school.edu">SimpsonM@school.edu</a></td>
<td></td>
</tr>
<tr>
<td>0000357</td>
<td>Simpson</td>
<td>Maggie</td>
<td></td>
<td>12</td>
<td>Education PhD -</td>
<td><a href="mailto:SimpsonMM@school.edu">SimpsonMM@school.edu</a></td>
<td></td>
</tr>
<tr>
<td>0000358</td>
<td>Simpson</td>
<td>Bart</td>
<td></td>
<td>12</td>
<td>Education PhD -</td>
<td><a href="mailto:SimpsonB@school.edu">SimpsonB@school.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
9. If you wish to view Any Class Roster, then click on the –Any Class Roster. The UCF Class Roster page will appear. Enter in appropriate information, click search.

Search results appears, then select the appropriate course.
How to Access Student Record Information Just for Advisors

1. Access your myUCF account and then select Faculty/Advisor Self Service then select Advisors

2. To view a list of the student you are scheduled to advise, go to View Your Advisee Information or View any Student's Information

Using Faculty/Advisor Screens in my.UCF
3. To view your Advisees, click on "View my Advisees" tab.

4. For student information you can pull your assigned advisees by selecting View Year Advisee Information. To select other students not assigned to you select View Any Student's Information.
Enter the student's ID (or use the search icon to locate the student).

**FERPA Message for Instructor/Adviser**

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

*WHEN IN DOUBT, err on the side of caution and do not release student educational information.*

Contact the Office of the Registrar for guidance.

Select the information you would like to view from the drop down menu. Demographic information includes: Address, Email Address, Emergency Contacts and telephone number.

Important information on the **Internal Advising Transcript** screen:

**Demographics:** include Name, Birthdate, Residency status, Local address, phone number and Preferred e-mail address

**Course/Grade History:** (starts with transfer credit then first term at UCF and works to the present)
UNOFFICIAL TRANSCRIPT

- UCF Degrees Awarded
  Degree Bachelor of Science in Business Administration
  Confer Date 12/13/2006
  Major Management

Foreign Language Admission Requirement Met

- CLAST Scores
  ENGLT 997 ESSYT 97 MATHT 997 READT 997 Test Date: 12/01/1997

- SAT Scores
  Math 580 Verbal 560 Total 1140 Test Date 12/01/1995

Transfer Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Earned</th>
<th>Grade</th>
<th>Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996 Fall Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSC 1001</td>
<td>INTR HEALTH CARE</td>
<td>3.00</td>
<td>B</td>
<td></td>
<td>9.00</td>
</tr>
</tbody>
</table>

| 1997 Spring Semester |
| HSC 1531  | MED TERMINOLOGY        | 3.00   | B     |      | 9.00   |

School Totals

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Earned</th>
<th>Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00</td>
<td>6.00</td>
<td>18.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

In this section you can find Major/program, Test information, Catalog year by term, Appointment time, Degree awarded (only shows after awarded), Intent to Graduate, Term/UCF/Career GPAs and Academic standing.
### Beginning of UCF Undergraduate Record

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Attempt</th>
<th>Earned</th>
<th>Grade</th>
<th>Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1996 (08/26/1996 to 12/16/1996)</td>
<td>Freshman</td>
<td>Business Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalog Year</td>
<td>Fall 2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGS 1060C 0002</td>
<td>INTRO COMP SCI</td>
<td>3.00</td>
<td>3.00</td>
<td>A</td>
<td></td>
<td>12.00</td>
</tr>
<tr>
<td>ENC 1101 0014</td>
<td>COMPOSITION I</td>
<td>3.00</td>
<td>0.00</td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Withdrawn 10/17/1996</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EUH 2000 0007</td>
<td>WSTN CIV I</td>
<td>3.00</td>
<td>3.00</td>
<td>C</td>
<td></td>
<td>6.00</td>
</tr>
<tr>
<td>PHI 2010 0002</td>
<td>INTRO PHILOSOPHY</td>
<td>3.00</td>
<td>3.00</td>
<td>B</td>
<td></td>
<td>9.00</td>
</tr>
<tr>
<td>Fall 1996 (08/26/1996 to 04/28/1996)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals for GPA</td>
<td>Attempt</td>
<td>9.00</td>
<td>9.00</td>
<td>27.00</td>
<td>GPA</td>
<td>3.00</td>
</tr>
<tr>
<td>Term / UCF Cumulative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Spring 1997 (03/06/1997 to 04/28/1997) | Freshman | Business Pending |   |       |     |        |
| Catalog Year | Fall 2001               |   |       |     |      |        |
| ANT 2003 0001 | GEN ANTHROPOLOGY       | 3.00    | 3.00   | C     | 6.00  |
| ENC 2133 0001 | PRINCIPLES ECON I     | 3.00    | 3.00   | D     | 3.00  |
| ENC 1101 0004 | COMPOSITION I         | 3.00    | 3.00   | C     | 6.00  |
| EUH 2001 0002 | WSTN CIV II          | 3.00    | 3.00   | C     | 6.00  |
| MAC 1104C 0009 | COLLEGE ALGEBRA     | 3.00    | 3.00   | D     | 3.00  |
| Totals for GPA | Attempt | 15.00   | 15.00  | 24.00 | GPA  | 1.60   |
| Term / UCF Cumulative |  | 24.00   | 24.00  | 51.00 | 3.125 |        |

**Term Enrollment including:** Course prefix, number, & section, Course title, Grades, Forgiveness, Units taken (credit hours).

If you cannot gain access to myUCF call the help desk at 823-5117.
Faculty/Advisor Self Service Help Sheet (Advisors)

View Your Advisee Information
Faculty/Advisor Self Service → Advisor → View Your Advisee Information

View Any Student's Information
Faculty/Advisor Self Service → Advisor → View Any Student's Information

Student's Academic Information
Faculty/Advisor Self Service → Advisors → View Any Student's Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Academic Information”

Student's Address
Faculty/Advisor Self Service → Advisors → View Any Student's Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Address”

Student's Class Schedule
Faculty/Advisor Self Service → Advisors → View Any Student's Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Class Schedule”
⇒ From the drop down menu, choose the term you wish to view

Student's Degree Audit
Faculty/Advisor Self Service → Advisors → View Any Student's Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Degree Audit”
⇒ To get the student's official audit, click on “Display Student's Degree Audit”
⇒ To generate an audit for a different program, enter the SASS Code (see major/minor declaration forms)
⇒ To generate an audit for a different catalog year, enter the year

Student's Email Address
Faculty/Advisor Self Service → Advisors → View Any Student's Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Email Address”

Using Faculty/Advisor Screens in myUCF
Faculty/Advisor Self Service Help Sheet (Advisors) (con’t)

Student’s Emergency Contact

Faculty/Advisor Self Service → Advisors → View Any Student’s Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Emergency Contacts”

Student’s Enrollment Appointment

Faculty/Advisor Self Service → Advisors → View Any Student’s Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Enrollment Appointments”
⇒ From the drop down menu, choose the term you wish to view

Student’s Internal Advising (UCF Coursework)

Faculty/Advisor Self Service → Advisors → View Any Student’s Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Internal Advising Transcript”
⇒ Click on “Click here to start your request”
⇒ After 60 seconds, click on “Click here to access the Internal Advising Transcript”
⇒ Click on “Click here to view your report”

Student’s Telephone

Faculty/Advisor Self Service → Advisors → View Any Student’s Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Telephone”

Student’s Transfer Credit Report

Faculty/Advisor Self Service → Advisors → View Any Student’s Information
⇒ Enter PID or click on magnifying glass to search by other information
⇒ Click on drop down menu for “Select One”
⇒ Click on “Transfer Credit Report”
⇒ Click on “Click here to access the Transfer Credit Report”
⇒ After 60 seconds, click on “Click here to access the Transfer Credit Report”
⇒ Click on “Click here to view your report”

Using Faculty/Advisor Screens in my UCF
Faculty/Advisor Self Service Help Sheet (Faculty)

Sign-on to https://my.ucf.edu/ and click on Faculty/Advisor Self Service then follow the instructions below for each area. Instructions for logging on are available at: http://portal-help.ucf.edu/

View Your Class Schedule
Faculty/Advisor Self Service → Instructor → View Your Class Schedule

View Your Weekly Schedule Grid
Faculty/Advisor Self Service → Instructor → View Your Weekly Schedule Grid

View Any Class Roster
Faculty/Advisor Self Service → Instructor → Any Class Roster
  ⇒ On UCF Class Roster page
  ⇒ Enter in Term or search for term my clicking the magnifying glass
  ⇒ Enter in Session
  ⇒ Enter in Subject Area
  ⇒ Enter in Catalog Nbr
  ⇒ Click Search, after results are posted select appropriate course.
  ⇒ Click Trouble Downloading if you want the roster in Excel format.

View GPA Estimator
Faculty/Advisor Self Service → Instructor → GPA Estimator
  ⇒ Enter Current Information
  ⇒ Enter Class Information
  ⇒ Click on "Calculate"

View Faculty/Webcourse Manager
Faculty/Advisor Self Service → Instructor → Faculty/Webcourse Manager
  ⇒ Click on hyperlink if you have not completed the "Essentials".