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".

Personal Information	Alumni and Friends	Student	Financial Aid	Faculty Services	Employee	Finance
Search	Go					
Faculty Servic	es					
Student Information	n Menu					
Term Selection						
Look Up Classes						
CRN Selection						
Faculty Detail Sched	ule					
Week at a Glance						
Detail Class List						
Summary Class List						
USI Class List						
USI Customizable Cl	ass List					
Midterm Grades						
Final Grades						
Activo Accianmonte						
Solact the	torm your	stud	onts on	rolled The	a svete	m da

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



Submit

Select 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.