

Pathway help: Faculty Center View Class Schedule

OFFICE OF REGISTRATION & RECORDS

Path: Self Service > Faculty Center > My Schedule

- 1. Login to Pathway with your User ID and Password.
 - a. Your User ID is your Single-Sign-On (SSO) which is typically the part of your UMKC e-mail address before the @ sign. DO NOT *include the @umkc.edu when you input your User ID.*
 - b. Your password is the same password you use for UMKC e-mail and Blackboard
- 2. Click the "Sign In" Button



- 3. Click on Self-Service
- 4. Under Faculty Center select My Schedule

Note: Depending on the access you have been granted, your menu box may look different and have more options or fewer options.



- 5. This is your Faculty Center. The classes you are teaching should be displayed in the table labeled "My Teaching Schedule." If the class(es) you are teaching are not displayed, you are most likely not listed as the official instructor of record for the class. Contact the person in your department responsible for scheduling classes. A list of people in each department can be found here: <u>http://www.umkc.edu/registrar/procedures/room-scheduling.asp</u>
- 6. Check to make sure the current semester is displayed. If it is not displayed, click the yellow **change term** button to select a different semester.

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- 7. Click View Weekly Teaching Schedule at the bottom of the screen to see a weekly view of the courses you are teaching.
- 8. Click Return to Faculty Center at the bottom of the screen to return to your Faculty Center.

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