

MyView Faculty and Student Records

Faculty Self Service

The Faculty Center is a self-service component of MyView that provides instructors a single entry point from which to access class and student information. From the Faculty Center,

instructors can do the following:

- view their teaching schedule
- view their grade rosters
- view and print their class rosters
- view advisee information (if you have Advisor access)
- search for classes and browse the catalog
- enter Grades

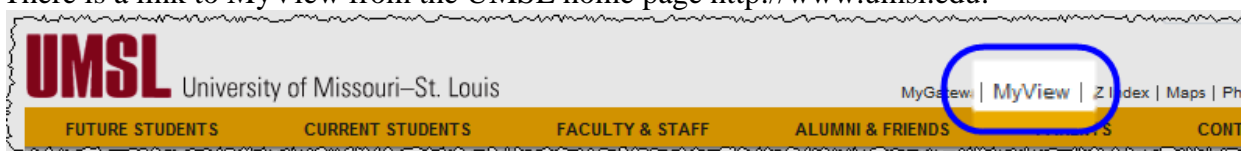
Before first time faculty, staff, and TAs new to UMSL can access MyView, the student information system, they must demonstrate their knowledge and agreement to comply with FERPA (Family Educational Rights and Privacy Act). This is accomplished by completing an online tutorial and test: **UMSL FERPA TRAINING**. Find the test in MyGateway, the course management system, listed under **MyCourses**. If you do not see this course listed, please contact Diana Johnson in the Registrar's Office at johnsondi@umsl.edu. Please do this *early* in your first semester on campus.

Access MyView

To login to MyView, use your SSO (single sign on/user name) ID and password.

The MyView URL is <https://myview.umsl.edu>.

There is a link to MyView from the UMSL home page <http://www.umsl.edu>:



Tips for using MyView:

- set your pop-up blockers to allow pop-ups from myview.umsl.edu
- DO NOT use your browser's Back button
- if you have page display problems, clear your browser history and cookies
- English is the only supported language in MyView

Student Self Service (Student Center)

There are a wide range of services and information available for **students** through MyView:

- class registration
- class schedules
- financial aid to do list and award information
- real-time account and billing information
- manage direct deposit and make payments
- grade reports and transcripts
- residential and meal plan details
- address and emergency contact information

Getting Help and Who to Contact

Faculty Center Guide: <http://www.umsl.edu/asp/pdf/FacultyCenter.pdf>

Entering and Posting Grades: <http://www.umsl.edu/asp/pdf/Grading.pdf>

For help with browser settings and login problems, call the Technology Support Center, 314-516-6034.

For help with online grade entry, contact the Faculty Resource Center at 314-516-6704 or FRC@umsl.edu.