UNIVERSITY OF SOUTHERN INDIANA
COLLEGE ACHIEVEMENT PROGRAM

Viewing CAP Rosters in Banner 9 Self-Service

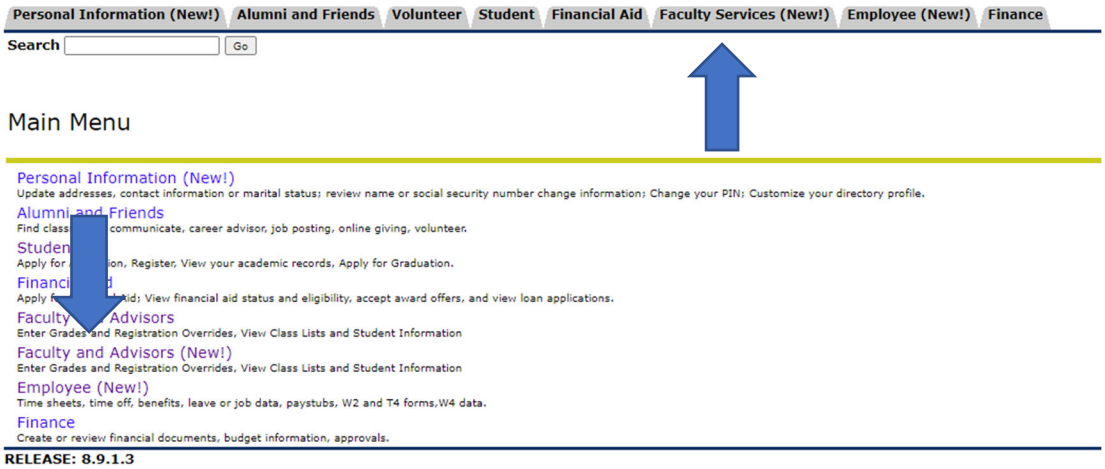
In December 2022, USI launched a new **Faculty and Advisors** module inside MyUSI\Self-Service.

Below are detailed directions and screenshots to help you view CAP rosters in the new module in myUSI.

1. Log into myUSI from the myUSI link (top right) on the USI.edu page or from https://my.usi.edu.

- **a. If you have forgotten your login credentials, select "Need help logging in?" to have a password reset message sent to your non-USI email account.**
- **b. Be sure to save your username and password in a secure location for future use.**
- **c. Once logged in, look for and click on the blue "Self-Service" folder.**

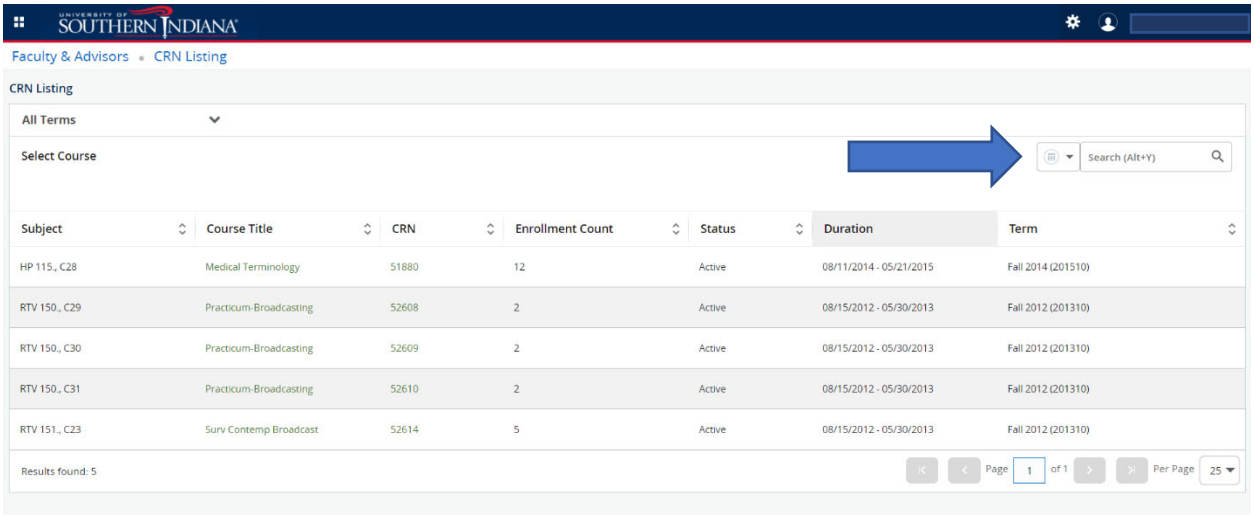
2. Select the link along the top that says "Faculty Services (New!)" or a blue link along the left side that says "Faculty and Advisors (New!)" – either will work.



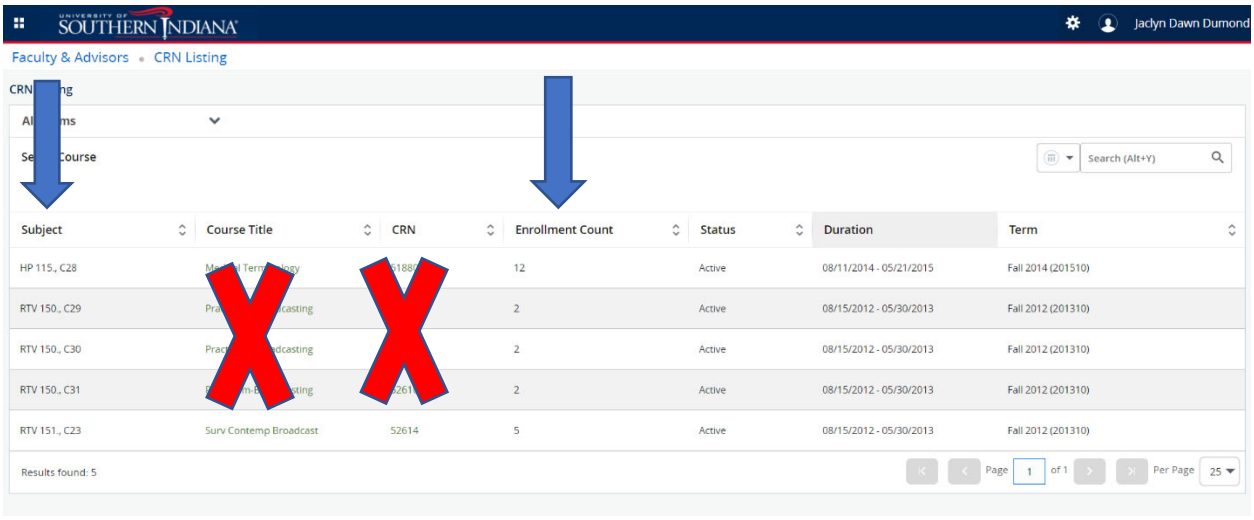
3. A new tab will open. Select "Class List."

4. You will see every section of a course you've ever taught or been assigned to, either through CAP or on-campus teaching assignments.

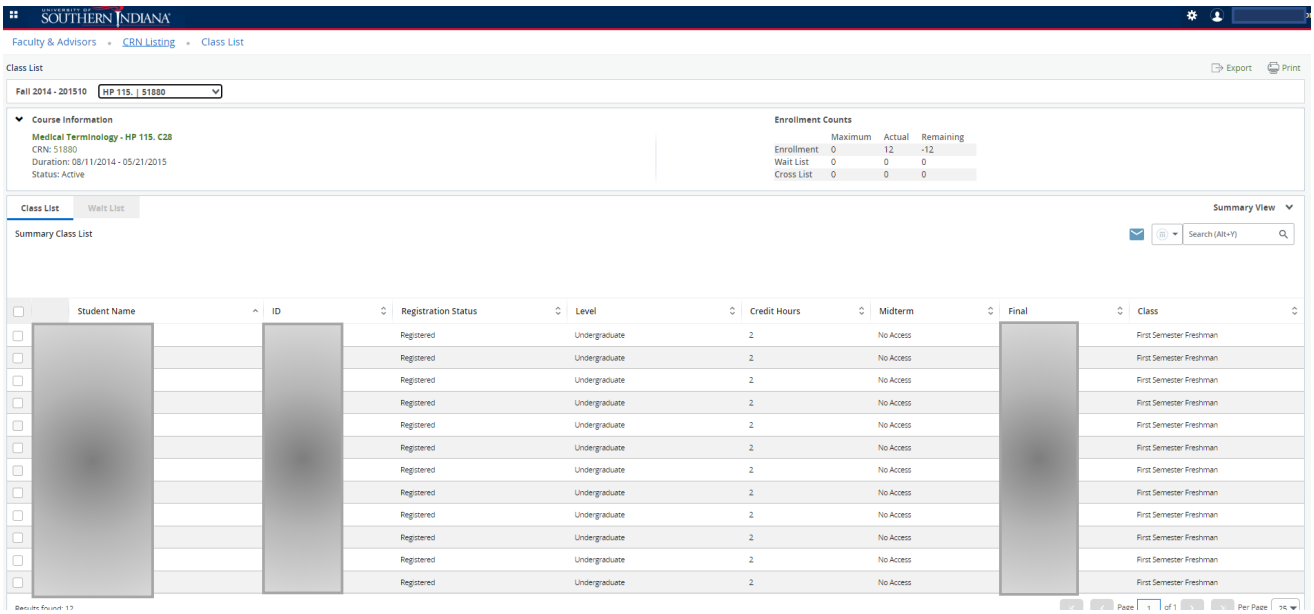
a. **To sort the sections, click on the column headers or use the search bar in the upper right corner.**
b. **If you want to search by term, you'll need to use the USI format which is the four-digit year plus a two-digit code ('10' stands for fall and '20' for spring).**
c. **Example: If the academic year is 2024-2025, Fall 2024 is coded as <u>202510</u> and Spring 2025 is coded as <u>202520</u>.**



5. To view the class roster, click the subject (Ex: HP 115.C28) or enrollment count (Ex: 12) of the correct section. Do not click the course title or the CRN.



6. The screen with your class roster will look like this and can be sorted in various ways by clicking the column headers.



Contact the CAP office at 812-228-5022 or email cap@usi.edu if you have any questions or need assistance.

Thank you,

Jaclyn, Dana, & Zoe