

## FACULTY FAQ's

### General Access Questions

Q: *Can I get reports from Campus Solutions? For example, I'd like to get a list of all students in a particular major.*

A: Yes you can download.

Q: *Where can I find my class schedule.*

A: Log into pscampus.smiu.edu.edu using your login ID and password. Click on the Faculty Self Service link (next to My Self Service) and then click on the Faculty Center. Your schedule appears on the first tab of the Faculty Center.

Q: *How can I find my class rosters?*

A: After you log into pscampus.smiu.edu.pk.edu and access the Faculty Center, you will see a tab labeled **Class Rosters**. Click on the tab and you can select the class you want to view from the drop down menu.

Q: *Can I download my class rosters into Excel?*

A: YES! There is a small icon that resembles a spreadsheet in the top margin of the class roster. Click the icon and you will be prompted to download the roster into Excel. Q.

*Where do I enter my textbook information?*

A: Log into smiu.edu.pk using your log ID and password. Click on the Faculty Self Service link (next to My Self Service). There is a link – Add/Update Textbooks. Click on the link and you can search for your classes by entering in the field next to Term.

Q: *I can I query for CMS.*

A: Please submit a ticket to [pshelpdesk@smiu.edu.pk](mailto:pshelpdesk@smiu.edu.pk). We will troubleshoot the issue.

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