Viewing Course Rosters in Banner

- Go to www.ucmo.edu, click on Faculty and Staff in blue-gray menu bar, then click on MyCentral or Banner Self-Service
- Select Log In to Secure Area
- Enter your User ID (your 700#) – all university identification now uses this “Seven Number” instead of your SSN
- Enter your PIN (initial pin is birthday as MMDDYY-can be changed to a new 6 digit pin if desired)
- Select Faculty Services tab
- Select Summary Class List
- Select the term
- Select the course

You are now at your roster. You can “print screen” but it comes out really tiny, or you can copy and paste into Word. It will become a table and you can delete the superfluous columns and adjust to your liking. If you’re teaching more than one course, click the Back button to look at another class.

To access contact info for students select Detail Class List, each student’s name will appear in blue, click on the name and it’ll take you to the contact info.

Grads and undergrads are displayed.