

INSTRUCTIONS FOR ACCESSING OPENING DAY ROSTERS:

- Log on to the website at: www.fitnyc.edu
- Click on the My Present icon
- Click on Online Information System (upper left corner)
- Choose the Secure Services for Employees option (center of page)
- Click on **Enter Secure Area**
- Enter your Network Username. (Your Network Username is in the format of: firstname_lastname. In some cases there may be a number after your name. Your username must be all lower case.)
- Enter your Password, which is the same password you use to access any campus computer or email. Click Login button.
- Select Faculty & Advisors
- Under Faculty Services, select the Opening/Final Rosters option (Please note, you will also use the Final Grades option to view and print opening day rosters).
- Select Term (e.g. Summer 2008) and submit
- Select the course you are ready to view and submit; this will bring you to your class roster
- If you would like to print your class roster, click the printer icon at the upper right hand corner of the screen.
- Please be careful not to insert grades into the grade column at this point—the grade column is only used at time of final grades. *Remember you will be logged out after 15 minutes of no activity online.*
- If you need any further assistance, please call Ursula Forte, x73830, e-mail ursula_forte@fitnyc.edu , Caryn Prestigiacomo, x 73830, email caryn_prestigiacomo@fitnyc.edu or Geraldine Holland, x73831, email geraldine_holland@fitnyc.edu