

# Roster Verification using Self Service

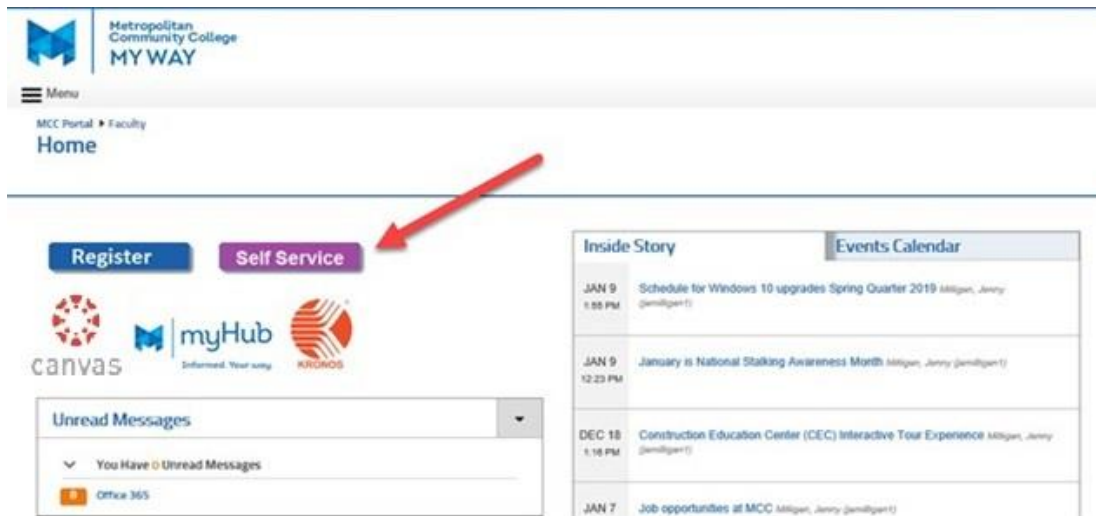
## 1. Log in to My Way

- Open a web browser and enter [www.mccneb.edu](http://www.mccneb.edu) into the address bar of the browser.
- Click Login (My Way)



NOTE: For assistance with logging into My Way, please refer to the MY Way User Guide.

- ## 2. From the MY Way Home page, click on the Self Service button. This will land you on the Self Service home page.



3. From the Self Service home page, choose Daily Work > Faculty

Home  
Financial Information  
Employment  
Academics  
Daily Work  
Advising  
Faculty  
Student Finance Admin

HELLO, WELCOME TO COLLEAGUE SELF-SERVICE!  
Choose a category to get started.

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Tax Information: Here you can change your consent for e-delivery of tax information.
- Employee: Here you can view your tax form consents, earnings statements, ba information, and timecards
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades: Here you can view your grades by term.
- Advising: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty: Here you can view your active classes and submit grades and waive students.

4. After clicking on the “Faculty” option, you should see your class section(s). Click the link that corresponds to the section you want to view.

Section	Times	Locations
<a href="#">INFO-1001-4D: Information Systems &amp; Literacy</a>	T/Th 10:00 AM - 11:45 AM 9/4/2018 - 11/15/2018	Fort Bldg 023, 324 On Campus
<a href="#">INFO-1001-1A: Information Systems &amp; Literacy</a>	M/W 8:00 AM - 9:45 AM 9/5/2018 - 11/19/2018	Elkhorn Valley Campus, 159 On Campus

5. Choose the “Roster” tab to view your roster.

Roster Attendance Grading Books Permissions Waitlist

Student Name	Student ID	Class Level
--------------	------------	-------------

For Assistance with Self Service please contact [ITSupportservices@mccneb.edu](mailto:ITSupportservices@mccneb.edu) or call 531-622-2900

