

# Faculty Guide to Self-Service (Replacement for My Canyons)

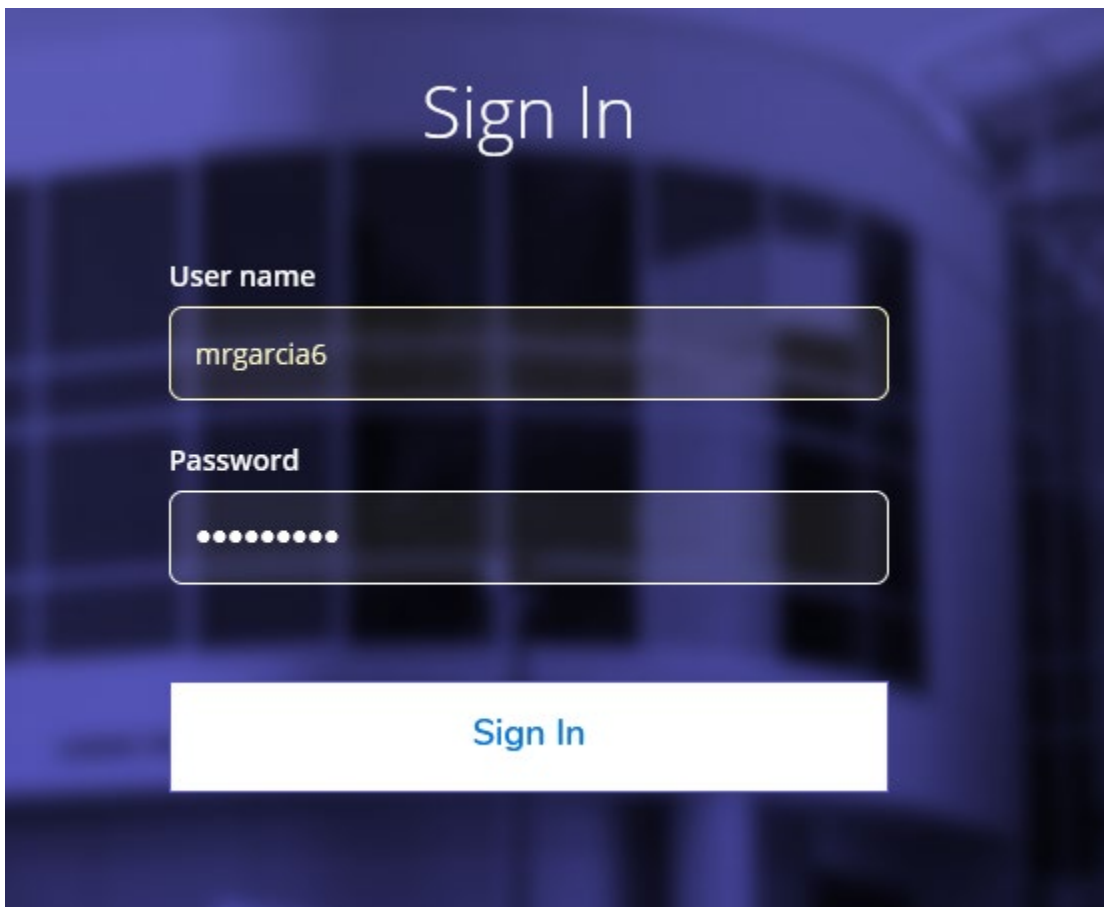
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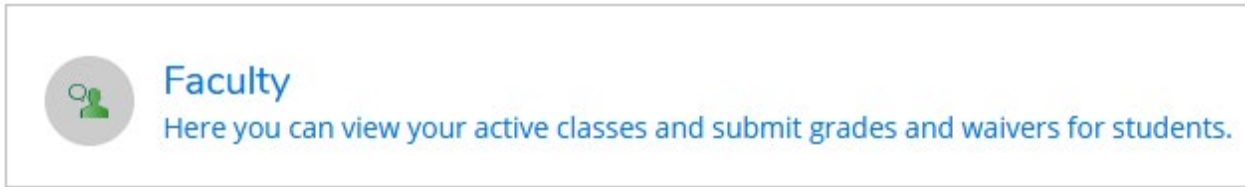
### Emailing students or waitlist members of a section

1. Log into Self-Service with your my canyons user name and password.

<https://selfservice.canyons.edu/Student/Account/Login>



2. Select the Faculty Tile



3. Click on the blue link of the course you wish to email your students or waitlist members.

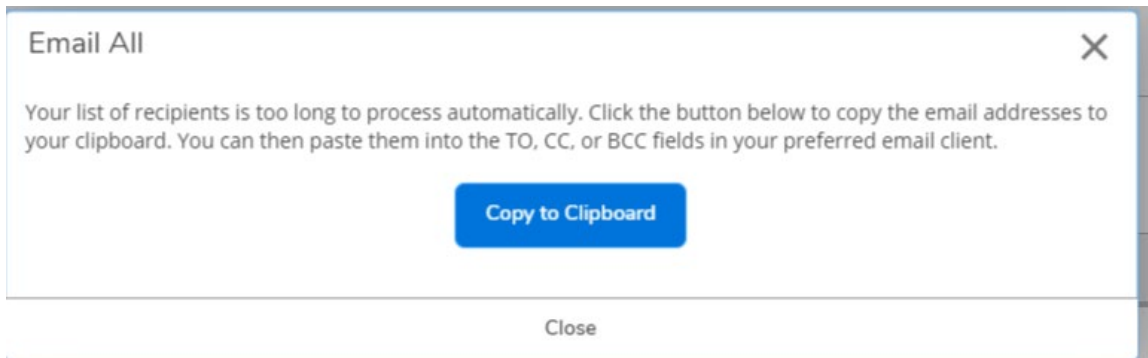
Manage your courses by selecting a section below

Fall 2019		
Section	Times	Locations
<a href="#">ADMJUS-101-42490: Introduction to Admin Jus</a>	M/W 8:00 AM - 11:20 AM 8/19/2019 - 10/9/2019	Seco Hall, 203 Lecture And/OR Discussion

4. If you wish to email the current roster, move to step 5. Otherwise, on the right side of the Roster tab, you can click on the Waitlist tab and the screen will load up the waitlisted students.
5. On the Right side of the Screen, click Email All.



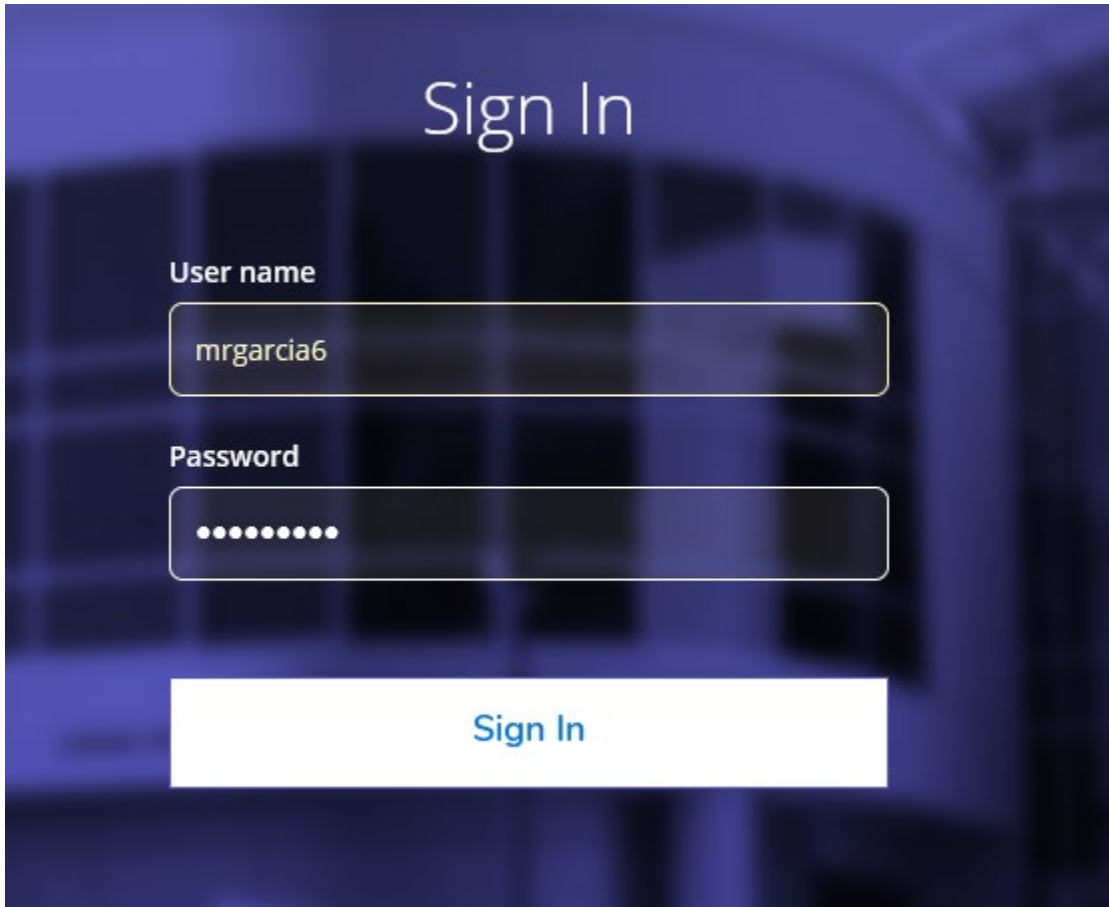
6. This will open Copy to Clipboard option that will copy the email addresses of all your students. You can then paste this list into any email client to send emails to your students.




### **Printing section rosters**

1. Log into Self-Service with your my canyons user name and password.

<https://selfservice.canyons.edu/Student/Account/Login>



2. Select the Faculty Tile





**Faculty**  
Here you can view your active classes and submit grades and waivers for students.

3. Click on the blue link of the course you wish to email your students or waitlist members.

Manage your courses by selecting a section below

Fall 2019		
Section	Times	Locations
<a href="#">ADMJUS-101-42490: Introduction to Admin Jus</a>	M/W 8:00 AM - 11:20 AM 8/19/2019 - 10/9/2019	Seco Hall, 203 Lecture And/OR Discussion

4. To print the current roster, on the Right side of the Screen, click Print.

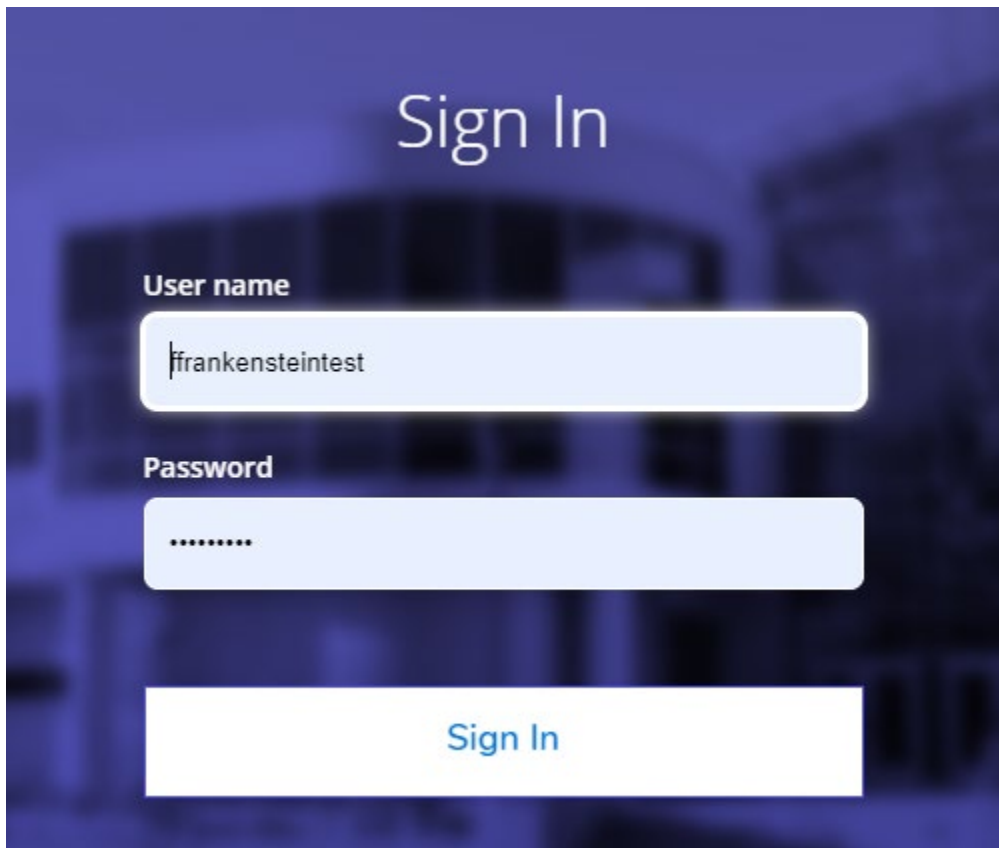
 Print
  Email All
  Export
 

5. This will open a new webpage that is only the class information and roster. On a Windows machine, right click on the page and select "Print". On Mac OS, Control + click will also bring up the menu to select Print.

### **Change your Default Landing Page**

1. Log into Self-Service with your my canyons user name and password.

<https://selfservice.canyons.edu/Student/Account/Login>



Sign In

User name

frankensteintest

Password

.....

Sign In

2. Click on your user name on the top right hand side and click on Account Preferences.

**my Canyons** ffrankensteintest Sign out Help

Hello, Welcome to Colleague Self-...  
Choose a category to get started.

- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Course Catalog**  
Here you can view and search in course catalog
- Faculty**  
Here you can view your active classes and submit grades and waivers for students.
- Account Preferences**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**  
Here you can view your grades by term.

User Profile  
Change Password  
Account Preferences

3. From the drop down menu, choose which page you want to see when you first log in.

**my Canyons** ffrankensteintest Sign out Help

Options > Account Preferences

### Account Preferences

#### Default Landing Page

Change the landing page for your account. This is the page you will see when you first log in.

Default Landing Page

- Report/View Outside Awards
- Request a New Loan
- Award Letter
- College Financing Plan
- Correspondence Option
- Satisfactory Academic Progress
- Academics**
- Course Catalog
- Grades
- Unofficial Transcript
- Test Summary
- Student Planning**
- Planning Overview
- Plan & Schedule
- My Progress
- Course Catalog
- Faculty**
- Faculty Overview**
- User Options**

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4. Click Save.

## Default Landing Page

Change the landing page for your account. This is the page you will see when you first log in.

5. The page you chose will now be the first page you see when you log into Self-Service.