

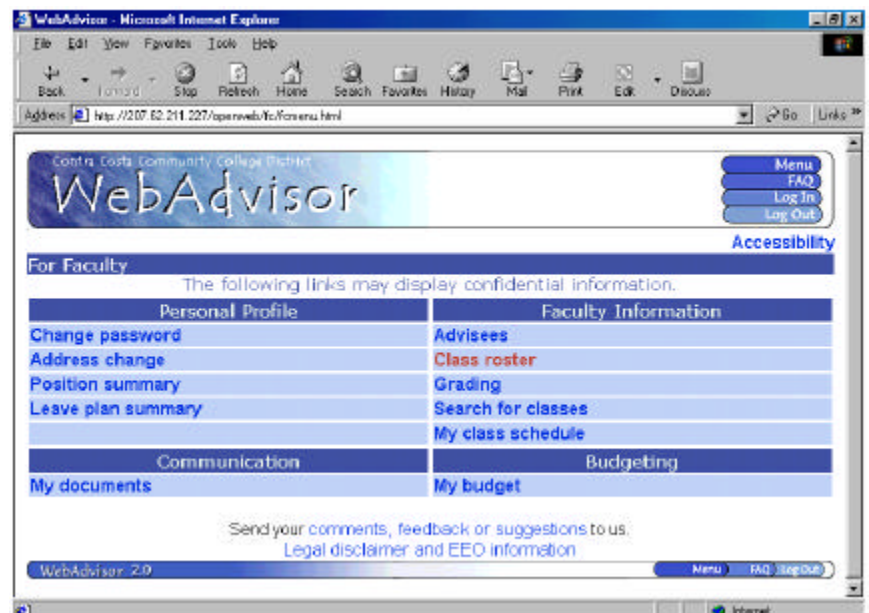


PRINTING YOUR ROSTER FROM WEB ADVISOR

- Use either Internet Explorer or Netscape Navigator to log onto the Internet.
- Go to the Contra Costa College home page at:
<http://www.contracosta.cc.ca.us>
- Click on the **WebAdvisor** link



- At the WebAdvisor site, click on **Access Faculty Menu**.
Then click on **Class Roster**.



- To login, click in the user name box. Enter your user name -- as of Fall 2001, this is your first initial and complete last name (as one word) plus the last 3 digits of your Colleague ID number.

Example: jdoe123

(Your Colleague ID number is shown on your paycheck stub.)

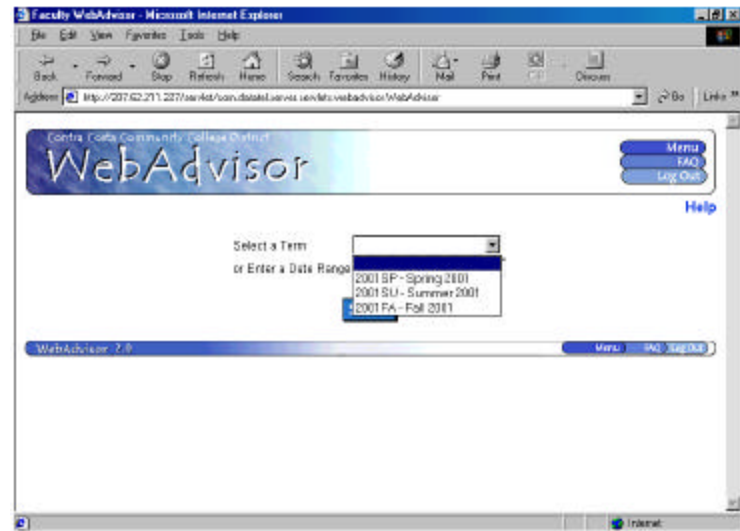
Enter your password, then click on **Submit**.

Your password is your date of birth (unless you've changed it). Use the format MMDDYY.

Example: 040149



- Next to **Select A Term** click on the drop-down arrow and choose the semester you want to work with, and click on **Submit**.



- Click in the box next to the class roster you want to open. Click on Submit.

You can only choose one class at a time.

If you are teaching a section with multiple instruction methods (example: lecture and lab) and are listed as instructor for all the methods, the section will appear multiple times.

Use your browser's **Print** feature to print this view. Make sure that the **complete** roster prints.

