

# Class Rosters

A Class Rosters memos will be sent from the Registrar via email to Faculty at the beginning of each semester explaining how to obtain a class rosters within Self Service.

Class rosters can be accessed and printed online through Faculty Self-Service. This allows you to view or print rosters in real time and has the most current information about students in your courses.

To view and print your class roster online, perform the following steps:

**Step 1:** Open your web browser and go to [www.necc.mass.edu](http://www.necc.mass.edu)

**Step 2:** Click on the 'MyNECC' button

**Step 3:** Click on the 'Self-Service' link

**Step 4:** Enter your MyNecC ID#, your password, and click 'login'

If this is your first time using the system, your NECC ID is listed above and your password is set your 8 digit date of birth (mmddyyyy) format. You are required to change your password when you logon. If you have forgotten your password, enter your MyNECC ID# and then click on the 'Forgot Password?' button.

**Step 5:** Once you have logged in, click the 'Faculty Services' tab

**Step 6:** Select 'Class Roster', select a term (ex. Spring 2012), then click 'Submit'

**Step 7:** Select the CRN and click 'Submit'

**Step 8:** To print your roster, hit the print button in the upper right tool bar