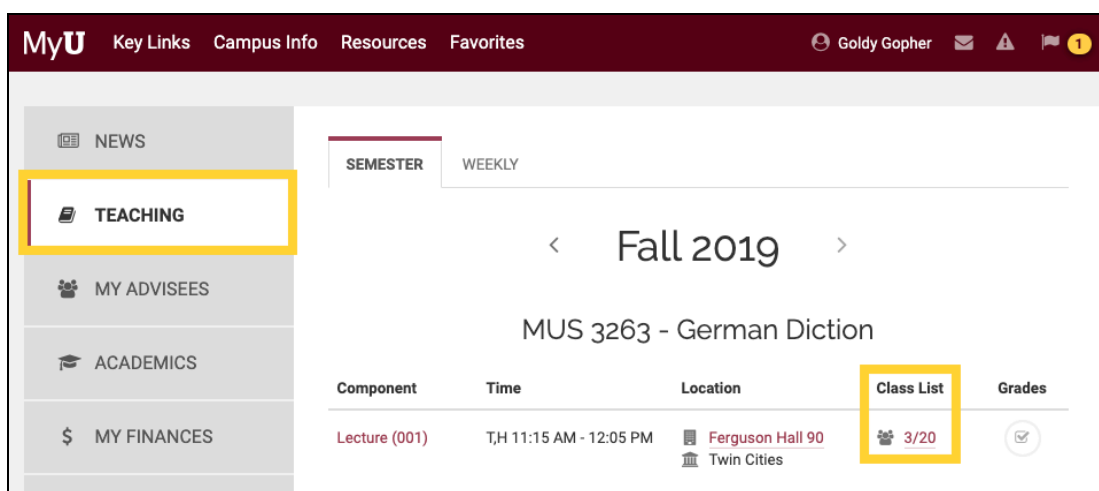# How to Print a Class Roster With Photos

Accessing PeopleSoft Class Roster

1. Log in to **MyU.umn.edu** with your Internet ID and password.

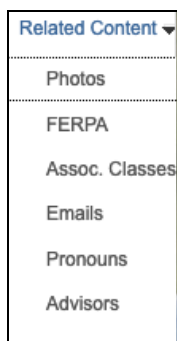2. Click on the **Teaching** tab to view your classes.

   Note: If you do not see your class(es) listed, please contact your departmental scheduler.

3. Click on the **Class List** link.

Class Roster with Photos

1. Click on **Related Content** link (upper right of page) and select **Photos**.

2. Wait for photos to load. Photos will appear at the bottom of the page.

3. Click on the **Print** button.

4. A message showing the process is queued will appear.

Note: Photo files take time to load, especially for large classes (see below for classes over 200 students).

5. Print the PDF from your browser, once fully produced.

Class Rosters with over 200 students

Class rosters with more than 200 students are sent to the Reporting Center instead of popping up in your browser.

1. Click on the **Print** button (as described on page 1, step 3).

2. You will get a pop-up message directing you to the **Reporting Center**. Click **OK**.

3. Click on MyU: **Key Links** (upper menu) to select **Reporting Center**.

4. Select the **My Reports** tab.

5. Under **PeopleSoft Pushed Reports**, click on **STUDENT**.

6. Click on **UMSR0130007A** link.

7. Click on the **UMSR0130007A.pdf** link. Wait while the photos load.

8. Print the PDF from your browser, once produced.