ASAP Instructions - Print Roster

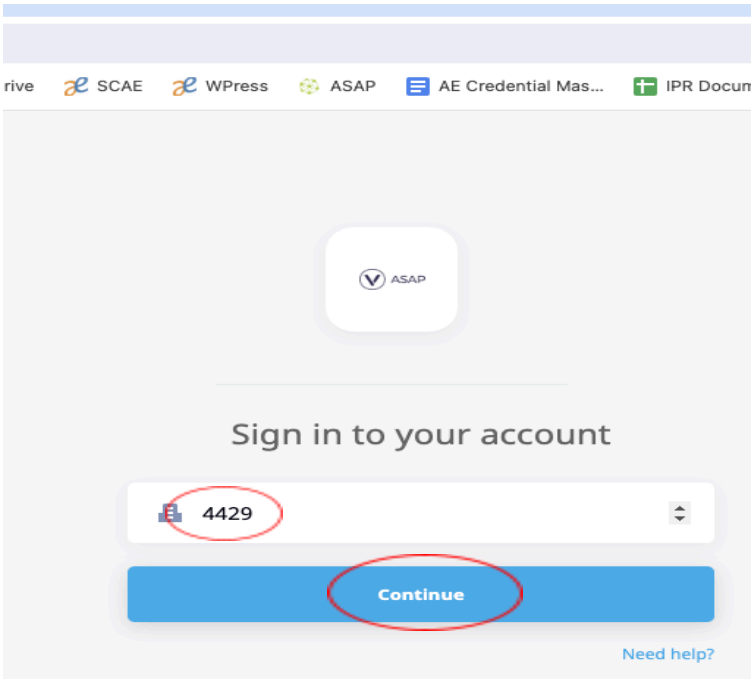
The website link is here ASAP
Our Org. ID is 4429
Your user name is your district email

If you do not have an ASAP Account, please request one from Christina Schell, Registrar, cschell@scusd.net.

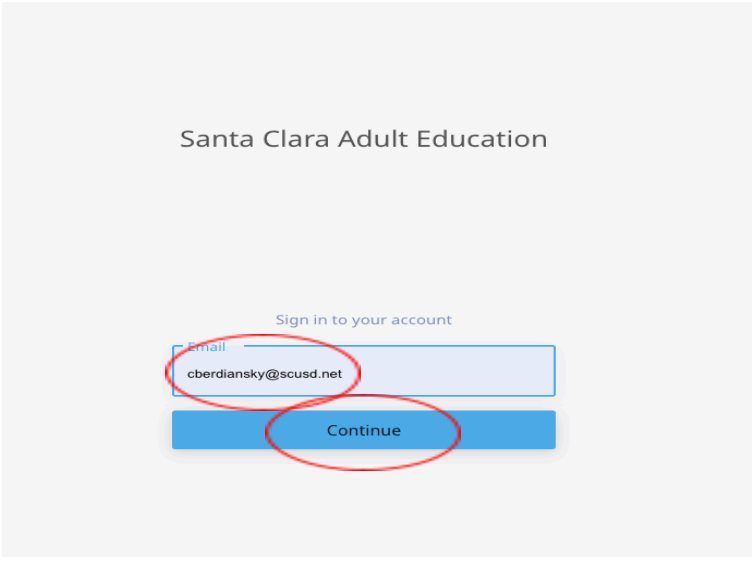
Login Print Roster

Login

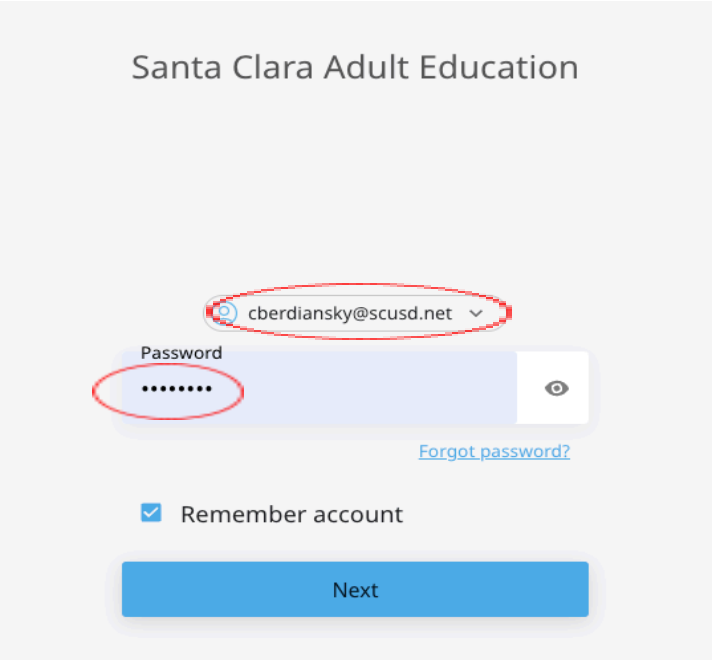
Enter 4429 - Continue



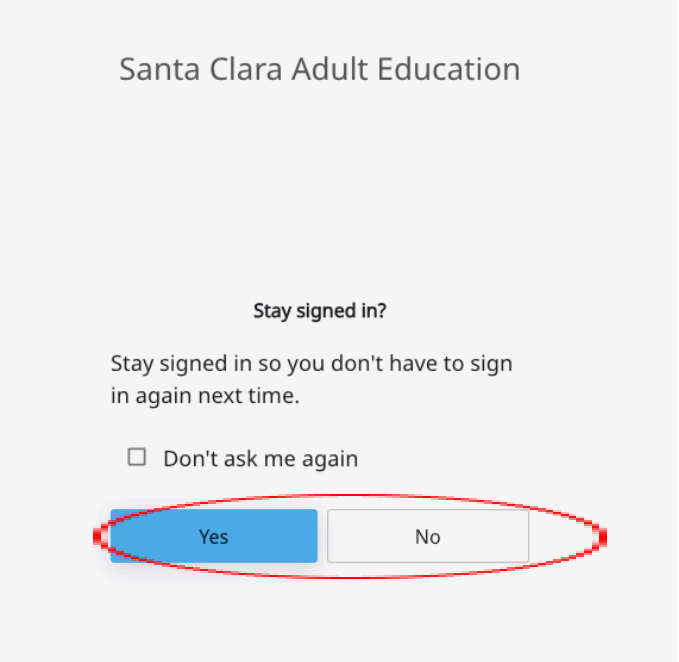
Enter email address - Continue



Enter your password, then next.

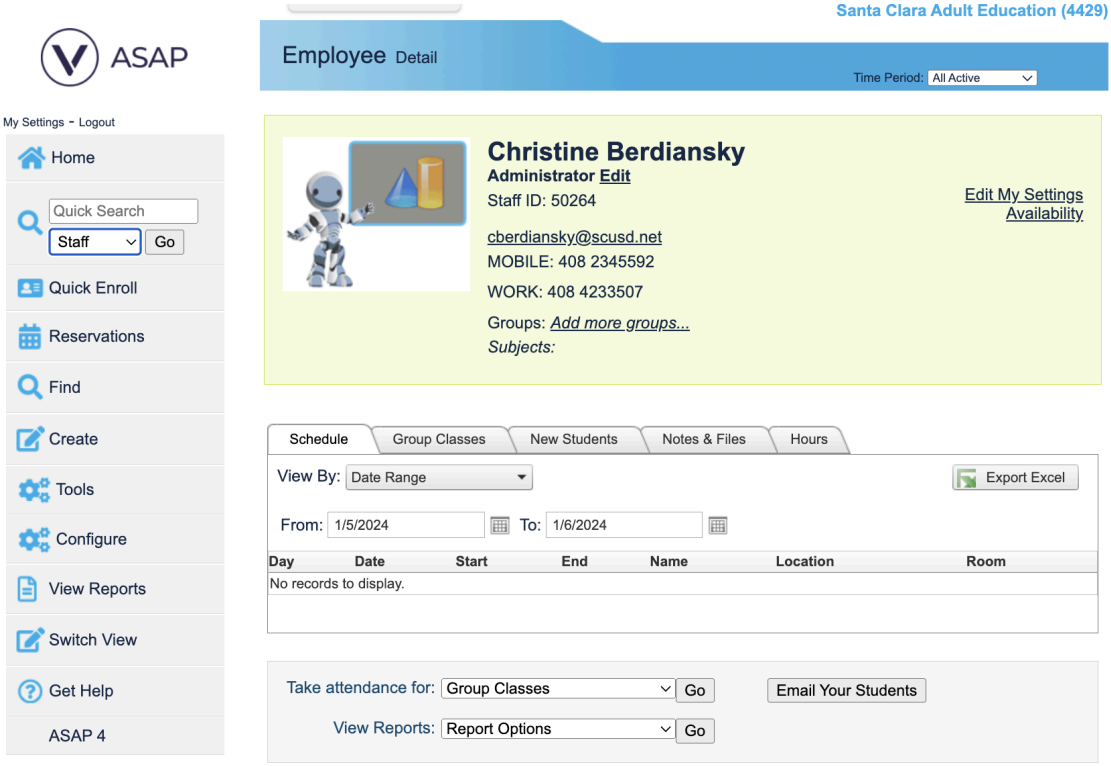


Select Yes or No. **The computer will take a little time to open your account.**

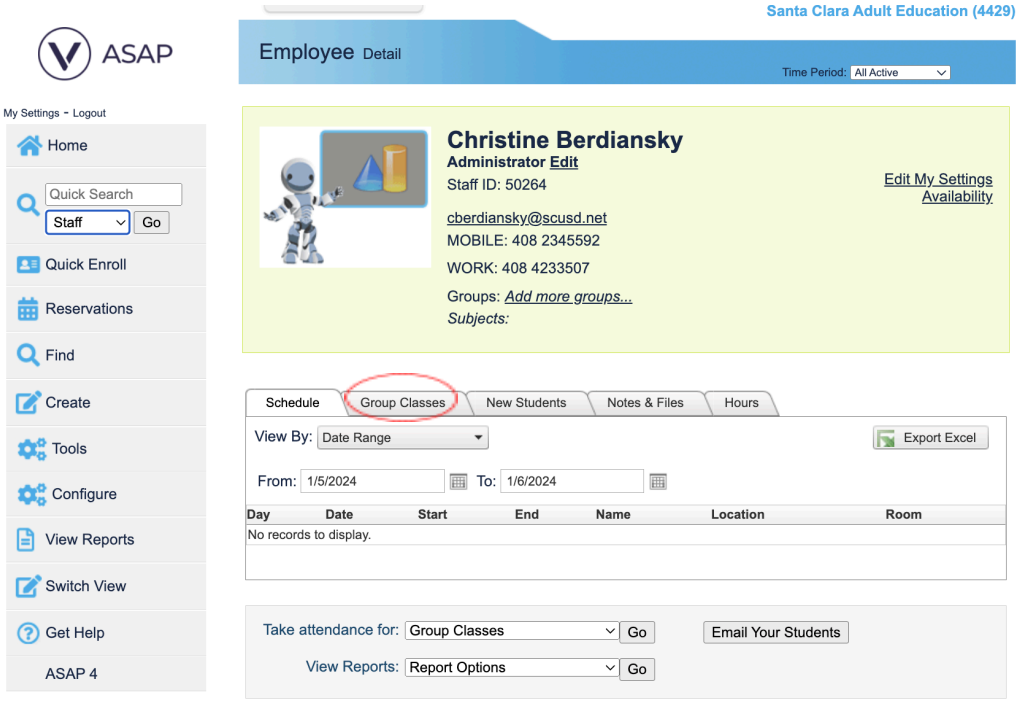


Print Roster

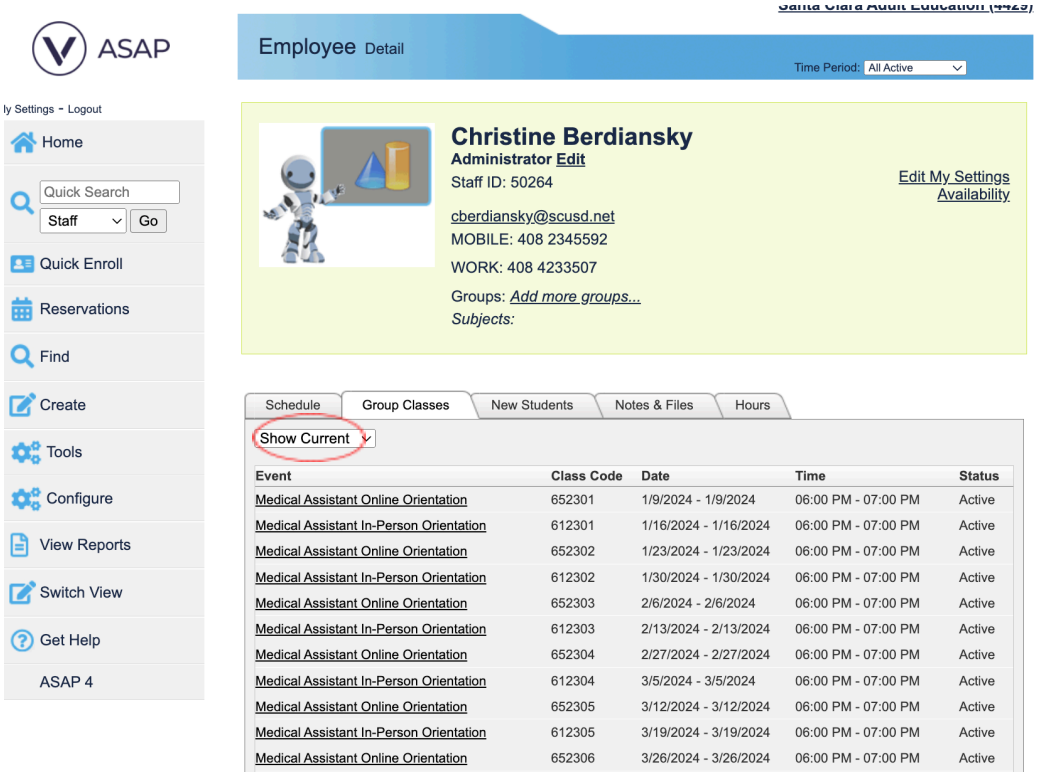
Computer will open to the Employee Detail Page



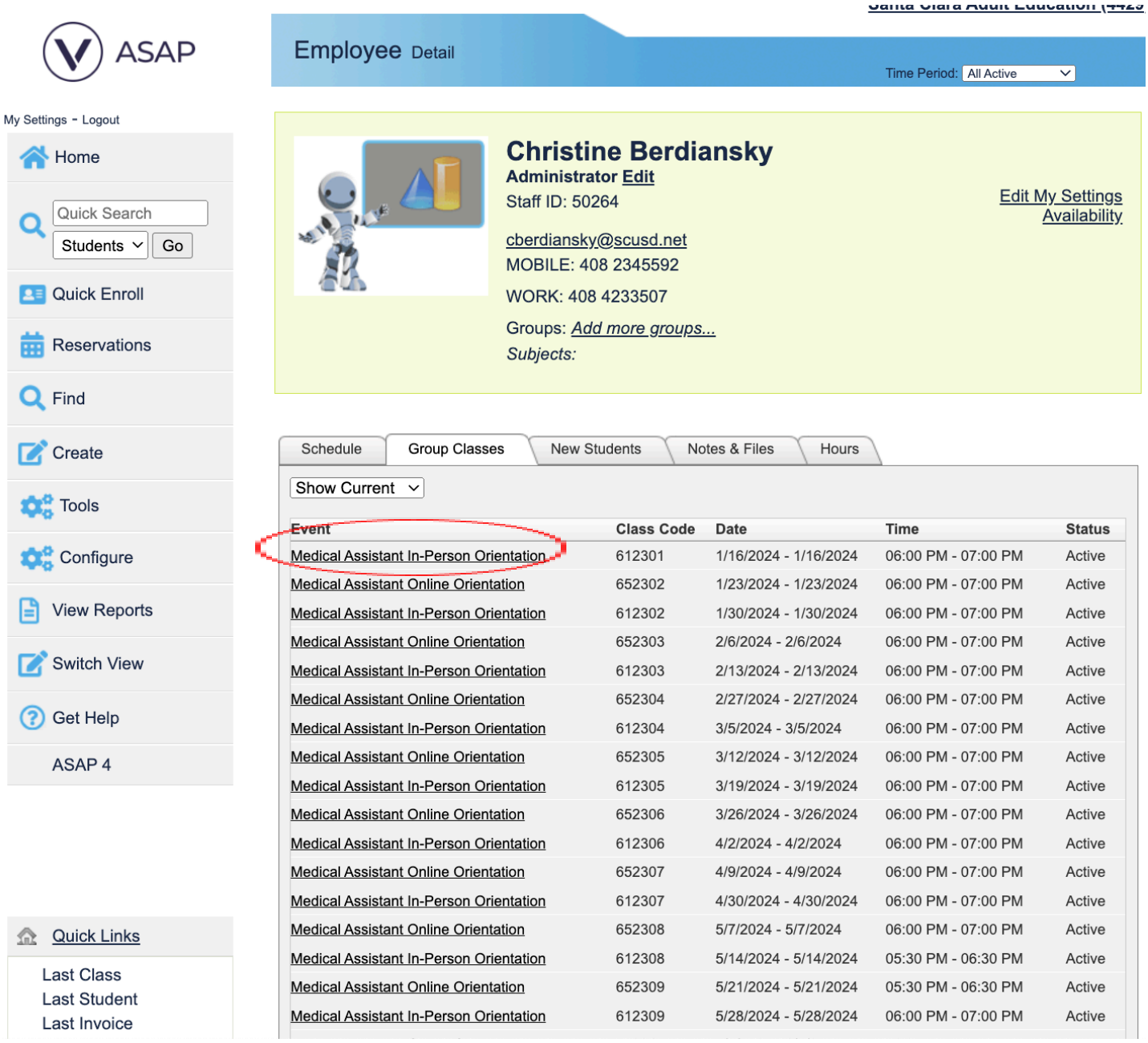
Select group classes.



It will default to Show Current. If the class has passed, change Show Current to Show History.

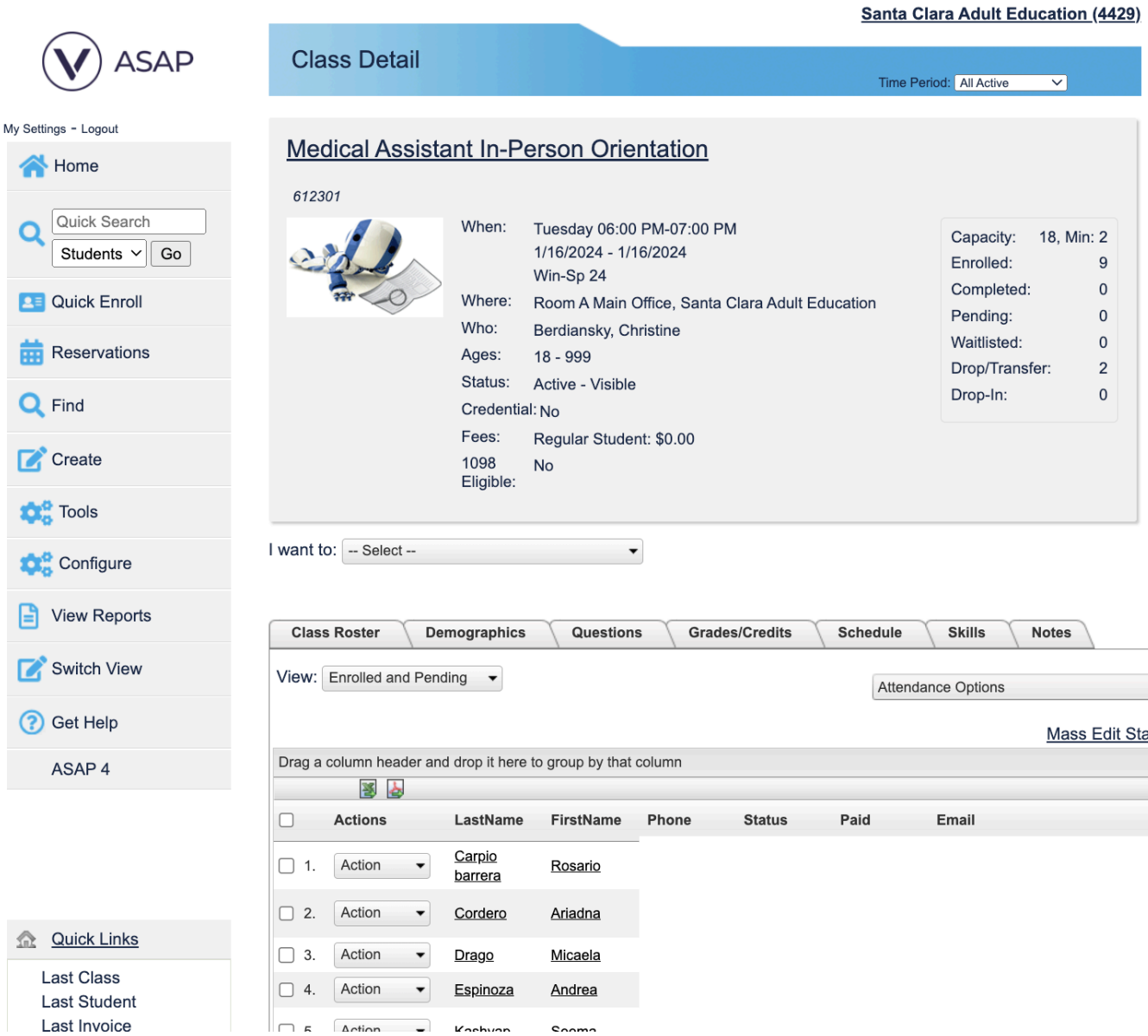


Select a class.



Event	Class Code	Date	Time	Status
Medical Assistant In-Person Orientation	612301	1/16/2024 - 1/16/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652302	1/23/2024 - 1/23/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612302	1/30/2024 - 1/30/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652303	2/6/2024 - 2/6/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612303	2/13/2024 - 2/13/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652304	2/27/2024 - 2/27/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612304	3/5/2024 - 3/5/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652305	3/12/2024 - 3/12/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612305	3/19/2024 - 3/19/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652306	3/26/2024 - 3/26/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612306	4/2/2024 - 4/2/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652307	4/9/2024 - 4/9/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612307	4/30/2024 - 4/30/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652308	5/7/2024 - 5/7/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612308	5/14/2024 - 5/14/2024	05:30 PM - 06:30 PM	Active
Medical Assistant Online Orientation	652309	5/21/2024 - 5/21/2024	05:30 PM - 06:30 PM	Active
Medical Assistant In-Person Orientation	612309	5/28/2024 - 5/28/2024	06:00 PM - 07:00 PM	Active

See Student List.



See Student List. Select one of these, excel or .pdf  Your roster will download for printing.

