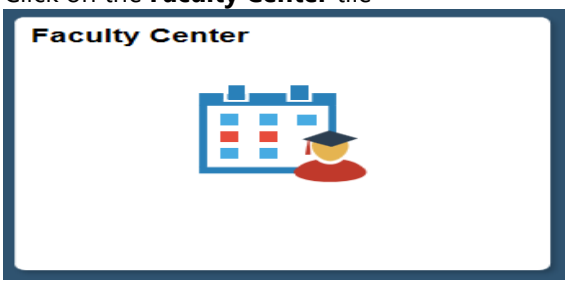
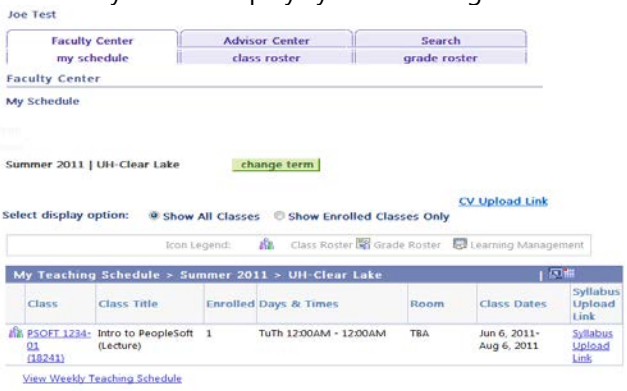
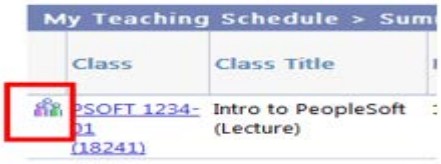
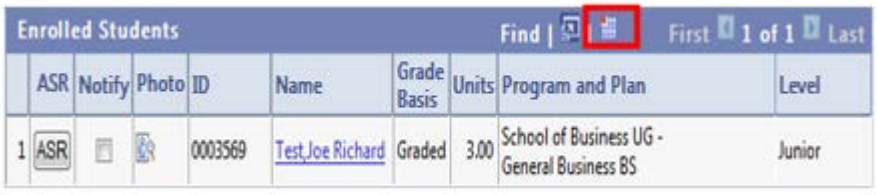
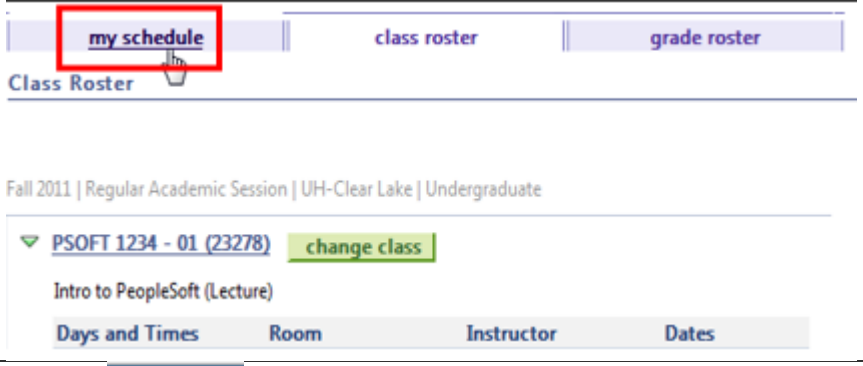
Downloading Rosters to Excel

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices. Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the **Faculty Center** tile 
3.	The Faculty Center displays your Teaching Schedule for the current semester automatically. 
4.	Click the Class Roster icon next to the class number. 
5.	Click the **Download to Excel** icon located on the right of **Find**. *If you are unable to download the file, you may have to configure your browser to allow for automatic downloads. Use the **Allowing Automatic Downloads** guide to make sure you have the settings correct on your browser. 

6.	When you are finished, click on My Schedule link to return to you Teaching Schedule. 
7.	Click on or to return to the Home Page.