Send Email Notifications to Students
Faculty members are able to send email notifications to the students from the Class Roster page of the Faculty Center. Faculty may simultaneously send the same notice to all students for the class, a selected group of students or a single student.

Note: Parts of images may be obscured for security reasons.

<table>
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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser's address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Faculty Center > My Schedule.** |
| 3.   | The **My Teaching Schedule** displays for the current term in a table format.  
To view the class roster, click the Class Roster icon to the left of the Class (course catalog code and section number).  

*Note: Class rosters become available as soon a student enrolls in the class. If needed, click the change term button to select the desired term.*
4. On the Class Roster page in the Enrolled Students section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Grade Basis, Units, Program and Plan, and Level.

Note: Click a column header to sort the list by that field.

5. To send a message to every student, click the notify all students button.

6. Alternatively in the Notify column, select the checkbox of each student to be sent a notification; and then click the notify selected students button.
7. In the **Message Text** box, enter the body of the notice.

8. Click the **Send Notification** button.
| 9. | View **Send Notification Result**. |

| 10. | As needed, click the **Return to Class Roster** link to display the **Class Roster** page. |

| 11. | As needed on the **Class Roster** page, click the **change class** button to return to the **My Teaching Schedule** and select other **Class Roster** icons to send notifications to students on that class roster. |

**End of Procedure.**