

# USING my.SMU

The university's system that allows faculty members to access information about their classes (and so much more!) is called my.SMU. Some of its features can be very helpful to us as faculty members.

As an adjunct faculty member, once you have activated your SMU ID and created a password, you can use this system to view and download your class roll (with or without student photos), and you can also use it as a way to send email to your class at your students' SMU email addresses.

This document walks you through the process of getting into and using my.SMU.

1. Go to the site by typing "my.smu.edu" into your browser. You should land on a page that looks like this:

my.SMU

Friday, July 22, 2016, 3:50:34 PM CDT

**All my.SMU Users**

Login

Activate Account

Forgot Password?

**Class Search**

Interested in taking courses at SMU? Find your classes with our Class Search, Catalog Search.

**Hours of Operation**

my.SMU is generally open 24 hours a day, every day. Scheduled maintenance outages will appear in the my.SMU Announcements.

**Get Help**

- my.SMU Help
  - Browser Configuration
  - Feedback
- Key External Links
  - Calendar - Academic
  - Calendar - University Events
  - Libraries
  - Maps
  - Safety
- my.SMU Training
  - Administrative - Tutorials
  - Self-Service - Tutorials
  - Class Offerings - Classes

2. Click on the red "Login" bar at the top left. It will take you to a login box. Enter your SMU ID and password and click Login. That will take you to the main my.SMU page, the top part of which will look like this:

my.SMU

Fri, Jul 22, 2016 3:53 PM

**Menu**

Search:

- my.SMU Help
- Key External Links
- my.SMU Training
- Self-Service
- Manager Self-Service
- SMU Custom Programs

**Announcements**

**E-mail Subscriptions**  
Maintain your e-mail subscriptions. [Click here](#)

**Fall 2016 Orientation Registration Now Open**  
Orientation Registration is available on my.SMU for all new undergraduate deposit paid students. In order to register for AARO orientation, log into my.SMU, using your SMU ID number and password. To assist you with the registration process, detailed instructions are available on the Student Transitions and Orientation [website](#).

**Faculty Advisor Self-Service**

**My Schedule**  
View your class and exam schedules.

**My Advisees**  
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

3. In the top right hand area, you will see "My Schedule." Click on that. It will take you to a page with your name at the top left, and with the Faculty Center tab open. Be sure that the correct semester shows directly beneath "My Schedule" (if it doesn't, click on "change term" and select the one you want).

4. Below that, you will see your class(es) for the semester. Here's an example:

My Teaching Schedule > Fall 2016 > Southern Methodist University

View All | | First 1-3 of 3 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
LAW 6371-003 (5921)	CIVIL PROCEDURE I (Lecture)	3	TuTh 10:30AM - 11:45AM	Florence Hall 0201	Aug 22, 2016-Dec 1, 2016

The first number under the heading “Class” is the one you would use if you ever need your official SMU course number (as in communicating with the SMU Bookstore) – in the example above, the number for my section of Civil Procedure is “LAW 6371,” with the “003” being the section. [You can ignore the second number (in my case 5921)].



5. Click on the little icon at the left that looks like 3 tiny people. This will take you to a page that includes your class roster (you may have to scroll down to get to it). At the bottom of that page, you will also see some options:

[notify selected students](#)

[notify all students](#)

[import class roster](#)

[import photo roster](#)

### Email

If you want to email only some of your students, check the Notify box next to their name(s) and then click “notify selected students.” If you want to email the entire class, click “notify all students.” In both cases, a blank email should pop up ready for you to use.

### Rosters

To get a class roster as a CSV file that can be converted to an Excel file, click “import class roster.” It will be emailed *to your SMU email address*. To receive (again by email) a class roster in PDF format that includes the students’ photos, click on “import photo roster.”

So my.SMU is a great tool. You can use the information it provides to help learn your students’ names, to generate attendance sheets, and to notify students of reading assignments and schedule changes. It also lets you confirm your teaching times and assigned classrooms.