

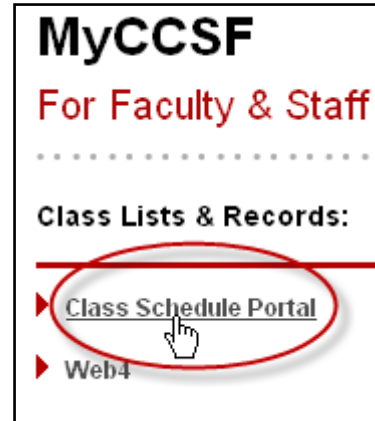
Getting Class Lists from the Web

Use your Web 4 login and PIN number to get up-to-date classlists and student email addresses. As of Summer 2007, ITS no longer prints class lists.



1. Open your Web browser and go to the CCSF site: <http://www.ccsf.edu>.

2. Click **MyCCSF**. The MyCCSF page appears.
3. On the upper left of the MyCCSF page, click **Class Schedule Portal** (under **For Faculty & Staff**).
4. Follow the prompts on the Login page.
 - **The PIN** is the same as for Banner/Web4. When you login for the first time you must change your PIN to another 6 digit number.



Class Schedule Portal

Please enter your User Identification (**User ID**) and your Personal Identification Number (**PIN**)

User ID usually starts with W0 or @0. If you do not remember your **User ID** you can click [here](#) and use your Social Security Number to login and get your **User ID**.
Initially, your **PIN** will be your six digit birthdate in MMDDYY format, e.g. 070161
If you have your **PIN** reset, 8am - 10pm, **allow up to one hour** for it to be available here.

User ID: (NOT SSN)
PIN:

Semester: Fall Spring Summer

Role: Student Faculty Chair Administrator / Staff

- **Forgot your PIN?** Call **Human Resources at (415)241-2246**.
5. Once logged in, choose the CRN of the class for which you wish to see/print the classlist.

