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.

MyCCSF
For Faculty & Staff

Class Lists & Records:

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

Login  Forgot PIN?

Sending emails to your students

- If you are on a campus Windows computer, you can click the Send email to students button and generate an email from your GroupWise account to your students.
- If you are on a Mac or off campus, the best option is to use your CCSFmail (Google Mail) account to copy and paste the student addresses into the BCC field of a new message.
- Get a CCSFmail account by clicking on the Apply for Employee GMail Account link in the Faculty column of the MyCCSF page off CCSF’s main web page.