



Checking Your ACC Class Rosters in myClackamas

It is important to check your ACC Rosters during the ACC registration weeks so you can verify who has registered for the college credit. As an ACC Instructor you are responsible to verify that only eligible students have enrolled in your class for the current term at the high school. If you see students on your roster that should not be there, please contact the ACC Office at 503-594-3208 or accinfo@clackamas.edu.

2017-18 **Important Dates for Roster Checks**

| Trimester Schools | |
|--------------------------|---|
| Fall Term | Oct. 2 nd – Nov. 3 rd |
| Winter Term | Jan. 8 th – Feb. 9 th |
| Spring Term | Apr. 9 th – May 11 th |
| Semester School | |
| 1 st Semester | Oct. 2 nd – Nov. 3 rd |
| 2 nd Semester | Apr. 9 th – May 11 th |

Step 1: Access myClackamas at www.clackamas.edu;

Click the MyClackamas link at the top right corner



This is what you will see when you are logged in. Click Faculty Information

| Clackamas Community College | | | | | | | Site A | ictions * | |
|---|--|--------------------------------------|-----------|----|----------|--------|--------|-----------|--|
| myClackamas — — — — | | | | | | | | | |
| myClackamas > Faculty | Hello Cheryl L Tallman 🛛 🖂 You have 4 un | ead me | ssages. | | | Log | Out | | |
| CougarTrax Applications Reports Self Service new User Account | John Hakanson Memorial Memorial Ceremony for past CCC President John Hakanson (Years of Service: | My Week ToDo List Events Final Exams | | | | | | | |
| Continuing Education (non-credit) | 1969-1985) CCC Community Center Saturday, July 15, 2017 1:30-5:00 p.m. Flyer information available more | Today's Date: Tuesday, July 11, 2017 | | | | | | | |
| Employee Information | ð | < July | | | July 20' | 2017 > | | | |
| Faculty Information Supervisor Information | SWE | 9 | ; м | т | w | т | F | S | |
| Resources to Help Stud | Loading | 2 | 5 26 | 27 | 28 | 29 | 30 | 1 | |
| | Departmental Contact Information | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| Seatload | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| Please Wait | A B C D E F G H I J K L M N O P Q R S T U V W | 1 | 6 17 | 18 | 19 | 20 | 21 | 22 | |
| Na loase wat | XYZ | 2 | 3 24 | 25 | 26 | 27 | 28 | 29 | |
| FTE Chart Leave Plan | Staff Resources | 3 | 0 31 | 1 | 2 | 3 | 4 | 5 | |
| 17-18 FTE & Enrollment | Committees Internal Departments Forms Helpful Resources | Tues | day, July | 11 | | | | | |

Click on Class Roster to check rosters throughout the term.

Contact ACC Office right away if a student is on the roster that should not be or that you do not know. These reg. errors need to be fixed asap.

| Faculty Information |
|---------------------|
| Class Roster |
| Grading Help |
| Change of Grade |
| Search for Sections |
| My Class Schedule |
| Student Profile |

Select the Term from drop down- i.e. 2017/FA (start/end dates not needed). Click Submit.

| myClackamas > Faculty > CougarTrax | Hello Cheryl L Tallman 🛛 You have 14 unread messages. |
|------------------------------------|---|
| CougarTrax | Class Roster Select Section 33 |
| Self Service new | |
| User Account | Section Name and Title Term Start Date End Date Meeting Information Location Reg/Avail/Wait |
| Continuing Education (non-credit) | |
| Employee Information | OR: Term V Start Date X End Date X |
| Faculty Information | |
| Supervisor Information | SUBMIT |
| Resources to Help Students | |

A listing of your courses for the term will come up—select the roster you wish to see and hit enter or click submit.