CLASS ROSTERS

If you do not know your User Name and/or Password, contact the helpdesk at helpdesk@hancockcollege.edu or 922-6966, ext. 3345.

To access class rosters:

- Go to www.hancockcollege.edu
- Click "myHancock" in the upper right of the screen; Log-on with your User Name/Password
- Click "Faculty Tab."
- Click "Class Roster Search" in "My Faculty Stuff" box.
- Select appropriate term. Click "Set Term."
- Scroll Down to "Fast Lane…" and enter the 5-digit CRN. Select "Printable Roster." Click "Submit."
- Print your class rosters in landscape orientation (page turned sideways) and select "Only the selected frame."
- Computer/Printer is available for faculty use in Community Education (bldg. S)