

"How to" View my Class Schedule

To Log in go to www.frederick.edu and click on **PeopleSoft** in the top right hand corner of the home page

Enter your PeopleSoft **User ID**. If you are a full time faculty member, your ID is the first initial of your first name, followed by your last name. This is all in CAPITAL letters. If you are an adjunct instructor, your ID is a capital W followed by your FCC employee ID number. This FCC ID number is a 7 digit number that can be found on your pay stub in the top center area.

Enter your **password**. If you have never used the system before and are an adjunct instructor, you can change your password from the login screen. Just click on the "Reset My Password" link and follow the instructions; pay special attention to the fact that CAPITAL letters must be used. Once you login, you should change your password. From the startup menu; click on the link "Change my Password." Your password must be at least 8 characters long and must contain at least 1 digit.

If you have used the system before and have changed your password, you are responsible for knowing it. It is not stored in the system. If you do not remember your password and you are a full time faculty member with a "named account (first initial+last name) you must send an e-mail to helpdesk@frederick.edu. If you do not remember your password and you are an adjunct instructor click on "Change My Password" and follow the instructions.

Once logged in:

From the startup menu, click Self Service and Faculty Center and My Schedule.

The current term displays. **2010 Summer | Frederick Community College** change term

To change terms, click on the change term button and select the term that you want to see your schedule for and click on the CONTINUE continue button.

Your teaching schedule will display on this page.

My Teaching Schedule > 2010 Summer > Frederick Community College						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	HE 201-1 (258)	Stress Management (Lecture)	9	MoWe 5:00PM - 9:00PM	L Building Room 211	Jun 2, 2010-Jul 7, 2010
	HE 201-ONL1 (259)	Stress Management (Lecture)	20	TBA	Online	Jun 2, 2010-Jul 7, 2010

Click on the [View Weekly Teaching Schedule](#) button to see your weekly schedule.

View My Weekly Schedule

[View FERPA Statement](#)

<< previous week
Week of 5/31/2010 - 6/6/2010
next week >>

Show Week of
Start Time
End Time
refresh calendar

Time	Monday May 31	Tuesday Jun 1	Wednesday Jun 2	Thursday Jun 3	Friday Jun 4	Saturday Jun 5	Sunday Jun 6
3:00PM							
4:00PM							
5:00PM			HE 201 - 1 Lecture 5:00PM - 9:00PM				
6:00PM							

To print your schedule, you can click on the [Printer Friendly Version](#) Printer Friendly Version button at the bottom of the page, then select File/Print from your browser.

To download this class schedule into an Excel file, you can click on the download button.