

### **Class Rosters via Banner Self-Service (Instructors of Record Only)**

1. Login to AU Access.
2. Click on the “Employee Services” tab.
3. Click on the “Banner Self Service” icon/link.
4. Click on the “Faculty Services” tab.
5. Click on either the “Summary Class List” OR the “Detail Class List” link.
6. Select the appropriate term, then click the “Submit” button.
7. Select the appropriate class from the CRN dropdown menu, then click the “Submit” button.