

## Begin with the following for all faculty forms

1. Click on link to the "MYCUI" from www.cui.edu (upper left corner)
2. Login to MyRecords
3. Enter you ID# and PIN
4. Remember both are case sensitive
5. Click on Login button

## Change or Insert an E-Mail Address Update

1. Click on Personal Information
2. Click on Update E-Mail Address(es)
3. Click on E-mail address you wish to change

The first time you login you will be asked to change your PIN and to enter a secret question and answer. The secret question and answer is used to verify that you are the owner of the account in case you ever forget your PIN

4. Make appropriate changes
5. Click submit Changes

## Insert

1. Click on Personal Information
2. Click on Update E-Mail Address(es)
3. Click on Select Type of E-Mail to Insert
4. Insert
5. Enter E-Mail Address
6. Submit

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[My Information] [My Financial Aid] [My Student Bill] [My Classes] [My Employment] [My Budget] [My Faculty Tools]

Search [ ] Go RETURN TO MENU | SITE MAP | HELP | EXIT

### Update E-mail Addresses - Update/Insert

E-mail must be entered for an e-mail address update or insert, all other fields are optional. You may specify only one preferred e-mail address.

Personal Email Address

E-mail: [ ]

Comment: [ ]

Delete this address:

Preferred Business Email Address

ken.clawir@cu.edu

Submit Reset

Select a Different Email Address to Update.

[View E-mail Addresses]

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[My Information] [My Financial Aid] [My Student Bill] [My Classes] [My Employment] [My Budget] [My Faculty Tools]

Search [ ] Go RETURN TO MENU | SITE MAP | HELP | EXIT

### Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. With an updating an address you do not need to change the Valid From This Date value.

Current Home Address

Valid From This Date: MM/DD/YYYY 06/24/2004

Until This Date: MM/DD/YYYY

Address Line 1: [ ]

Address Line 2: [ ]

Address Line 3: [ ]

City: [ ]

State or Province: Not Applicable

ZIP or Postal Code: [ ]

Country: CA-Orange

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address: [ ]

Area	Phone Code	Extension	International Access Code and Phone Number	Unlisted
[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>
[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>
[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>
[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>

Phone Type: Current Home, Select, Select, Select, Select

Area Code: [ ]

Phone Number: [ ]

Ext.: [ ]

International Access Code and Phone Number: [ ]

Unlisted Delete:

Submit Reset

Select a Different Address to Update.

5. Click on Submit

## Changing your PIN

1. Click on Personal Information
2. Click on Click on Change PIN

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Search [ ] Go MENU | SITE MAP | HELP | EXIT

### Change PIN

Enter Old PIN: [ ]

Enter New PIN: [ ]

Re-enter New PIN: [ ]

Change PIN Reset

RELEASE: 9.6

3. Enter old PIN – new PIN – new PIN again to verify
4. Click Change PIN – This is your new PIN

## Update Address Information

1. Click on Personal Information
2. Click on Update Addresses and Phone

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[My Information] [My Financial Aid] [My Student Bill] [My Classes] [My Employment] [My Budget] [My Faculty Tools]

Search [ ] Go RETURN TO MENU | SITE MAP | HELP | EXIT

### Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through this link.

Addresses and Phones

Current Home Address	Phones
Current: Jul 24, 2004 to (No end date) <a href="#">Update</a>	Primary: None Provided
<a href="#">Insert</a>	<a href="#">Update</a>
<a href="#">Delete</a>	<a href="#">Update</a>
<a href="#">Insert</a>	<a href="#">Update</a>
<a href="#">Delete</a>	<a href="#">Update</a>

Type of Address to Insert: Select

Submit

[View Addresses and Phones]

3. Choose address you wish to change by clicking **current** in front of the address
4. Make the appropriate changes

## Steps for entering My Faculty Tools

1. Login
2. Click on My Faculty Tools
3. Enter Term
4. Enter CRN if necessary
5. Choose desired function: Faculty Detail Schedule, Faculty Schedule by Day and Time, Detailed Class Roster, Summary Class Roster, Wait List, Final Grades

## Summary Class Roster

**Course Information**  
**Mathematics for Teachers - ALA 402 G**  
**CRN:** 20955  
**Duration:** Aug 23, 2014 - Sep 19, 2014  
**Status:** Active - Adult Degree

**Enrollment Counts**  
**Maximum Actual Remaining**  
**Enrollment:** 20 13 7  
**Cross List:** 0 0 0

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
2	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
3	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
4	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
5	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
6	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
7	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
8	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
9	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
10	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
11	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
12	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	
13	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	

MYRECORDS | My Information | My Financial Aid | My Student Bill | My Classes | My Employment | My Budget | My Faculty Tools

Search [ ] [Go] RETURN TO MYRECORDS MAIN MENU | SITE MAP | HELP | EXIT

**My Faculty Tools**

- Term Selection
- Course (CRN) Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detailed Class Roster
- Summary Class Roster
- Submit Final Grades
- Registration Overview
- Student Menu
- Advisor Menu
- Assignment History
- Colleague Schedule
- Student Schedule by Week
- Academic Warning
- Class Photo Roster
- Look Up Classes

RELEASE 123

## Detail Class Roster

Record Number	Student Picture	Student Name	ID	Registration Status	Registration Number
11	[REDACTED]	[REDACTED]	[REDACTED]	**Registered**	8

**Current Program**  
 Bachelor of Arts  
**Level:** Undergraduate  
**Program:** BA-Professional Studies  
**Admit Term:** Fall 2013 Semester  
**Admit Type:** Standard  
**Catalog Term:** Fall 2013 Semester  
**College:** School of Professional Studies  
**Campus:** Main - Irvine Campus  
**Major:** Applied Liberal Arts  
**Major Concentration:** Teacher Education

**Class:** Senior  
**Credits:** 3.000

Record Number	Student Picture	Student Name	ID	Registration Status	Registration Number
12	[REDACTED]	[REDACTED]	[REDACTED]	**Registered**	7

**Current Program**  
 Bachelor of Arts  
**Level:** Undergraduate  
**Program:** BA-Professional Studies  
**Admit Term:** Fall 2013 Semester  
**Admit Type:** Readmit  
**Catalog Term:** Fall 2013 Semester  
**College:** School of Professional Studies  
**Campus:** Main - Irvine Campus  
**Major and Department:** Applied Liberal Arts, Education

**Class:** Senior  
**Credits:** 3.000

## Detailed Schedule

MYRECORDS | My Information | My Financial Aid | My Student Bill | My Classes | My Employment | My Budget | My Faculty Tools

Search [ ] [Go] RETURN TO MENU | SITE MAP | HELP | EXIT

**Faculty Detail Schedule** E00011398 Kenneth R. Clavir Fall 2014 Semester Aug 17, 2014 11:11 am

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

**Mathematics for Teachers - 20955 - ALA 402 - G**

**Status:** Active - Adult Degree  
**Available for Registration:** Jun 02, 2014 - Aug 22, 2014  
**College:** School of Professional Studies  
**Department:** Applied Liberal Arts  
**Part of Term:** D1  
**Course Credits:** 3.000  
**Course Levels:** Undergraduate  
**Campus:** Main - Irvine Campus  
**Override:** No  
**Syllabus:** Add  
**Rosters:** Classlist  
**Office Hours:** Add

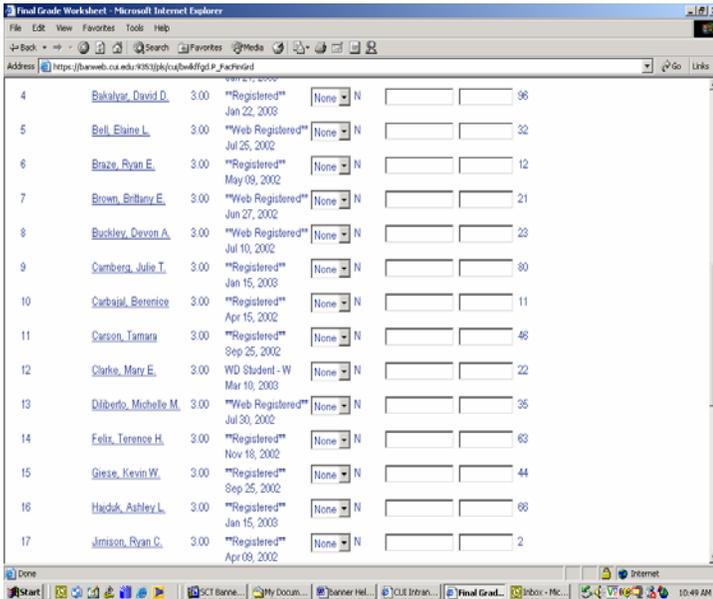
**Enrollment Counts**  
**Maximum Actual Remaining**  
**Enrollment:** 20 13 7  
**Cross List:** 0 0 0

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule	Type	Instructors
Class	8:00 am - 5:00 pm	S	Grimm Hall 121	Aug 23, 2014 - Aug 23, 2014	Lecture		Kenneth Robert Clavir (P)
Class	8:00 am - 12:00 pm	U	Grimm Hall 121	Aug 24, 2014 - Aug 24, 2014	Lecture		Kenneth Robert Clavir (P)
Class	6:00 pm - 10:00 pm	F	Grimm Hall 121	Sep 19, 2014 - Sep 19, 2014	Lecture		Kenneth Robert Clavir (P)

## Entering Final Grades

1. Login to MyRecords
2. Click on My Faculty Tools
3. Click on Submit Final Grades
4. Select Term
5. Select CRN (Course Record Number)
6. Enter Grades
7. Check grades for accuracy
8. Click the **Submit Grades** button



CRN	Student Name	CRN	Registration Status	Registration Date	Grade	Grade
4	Bakalyar, David D.	3.00	**Registered**	Jan 22, 2003		96
5	Bell, Elaine L.	3.00	**Web Registered**	Jul 25, 2002		32
6	Braze, Ryan E.	3.00	**Registered**	May 09, 2002		12
7	Brown, Brittany E.	3.00	**Web Registered**	Jun 27, 2002		21
8	Buckley, Devon A.	3.00	**Web Registered**	Jul 10, 2002		23
9	Cambers, Julie T.	3.00	**Registered**	Jan 15, 2003		80
10	Carbajal, Bernice	3.00	**Registered**	Apr 15, 2002		11
11	Carson, Tamara	3.00	**Registered**	Sep 25, 2002		46
12	Clarke, Mary E.	3.00	WD Student - W	Mar 10, 2003		22
13	Dilberio, Michelle M.	3.00	**Web Registered**	Jul 30, 2002		35
14	Felix, Terence H.	3.00	**Registered**	Nov 18, 2002		63
15	Giese, Kevin W.	3.00	**Registered**	Sep 25, 2002		44
16	Hachek, Ashley L.	3.00	**Registered**	Jan 15, 2003		66
17	Jimison, Ryan C.	3.00	**Registered**	Apr 09, 2002		2

**Please note:** No data is required for the Last Date Attended and Attended Hours box.

Please be aware that only 25 students at a time appear on the grade sheet. If you have more than 25 students in your class, a link button will appear. Click on the link button to see the rest of the students in your class.

- Be sure to check that all students in your class have received a grade.
- Incomplete grades can be given at the discretion of the instructor; if the situation is appropriate.