## **TO VIEW SCHEDULE FOR UPCOMING QUARTER ON MYPORTAL**

Upcoming term schedule is usually posted to the homepage of faculty's MyPortal on week 12 of the current quarter. For example, winter 2022 quarter schedule will be posted on the week of December 6, 2021.

## To see your schedule before this timeline, please do this:

1. Log into MyPortal and click on the APPS icon



2. Go to FACULTY and select ACTIVE ROSTER



3. Select MY ROSTERS and the desired TERM, and click GO.

