

ACC Class Rosters in myClackamas for Non-CCC Faculty

- Class rosters are available in both:
 - myClackamas
 - myCougarTrax (located in myClackamas).
- 1) Activate your email account at www.clackamas.edu/myaccount
 - Go to www.clackamas.edu/myaccount
 - Click on “I am Non-CCC Faculty”
 - Click on “New Account”
 - Enter the requested data in the 4 data fields, click verify
 - Create a username (we suggest first name.last name - i.e. jane.smith)
 - Create a password following the provided guidelines
- 2) Access myClackamas through www.clackamas.edu (Go button, top right hand corner)
- 3) Log in using your user name (i.e. jane.smith) and password created through myAccount.
 - **NOTE:** You do not need to enter an email address. Only enter the username you created. For example: jane.smith.
- 4) Quickly check seat load information through Course Seat Load section in myClackamas:

The screenshot displays the myClackamas web application interface. It is divided into three main sections: myApplications, myAnnouncements, and myCalendar. The myApplications section on the left has a sidebar menu with categories like User Account, Registration, Academic Profile, and Information. A green arrow points to the 'Course Seat Load' section at the bottom of this sidebar. The myAnnouncements section in the middle features a 'Welcome to Inservice Week!' message with a photo of Dr. Rusty Stevens and text about the college's theme. The myCalendar section on the right shows a calendar for September 2008 and a list of events for the current week. At the bottom of the myApplications section, there is a table with columns for 'Enrolled', 'Capacity', and 'Waitlist', and rows for course numbers like WKS-008-04, WKS-008-07, and WKS-008-17.

- 5) For class roster information, click on the colored bar. Information includes:
 - student name
 - CCC student ID
 - email address
 - phone number
 - whether student is underage (adult is “Y” if student is 18 years of age or older)
 - pass/audit status
 - course status (new or dropped)
 - whether the student is on the waitlist or not

Only courses in which you are assigned as the instructor of record will appear. Please contact the ACC Office (503-594-3208 or cheryl@clackamas.edu) if a course does not appear.