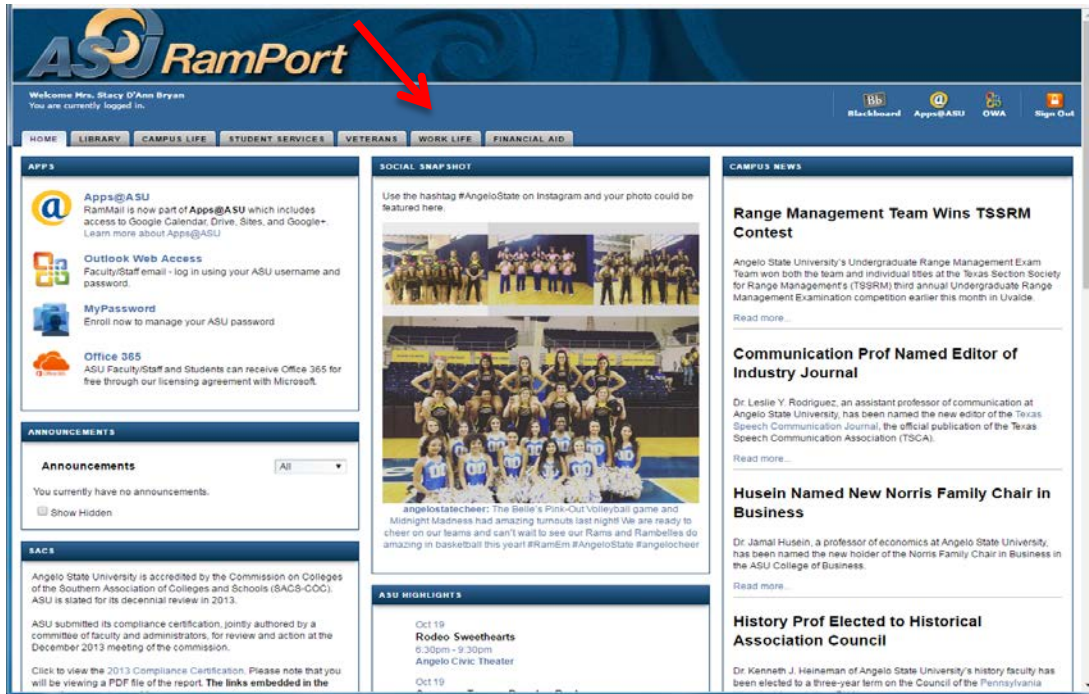RamPort Roster Instructions for Counselors:

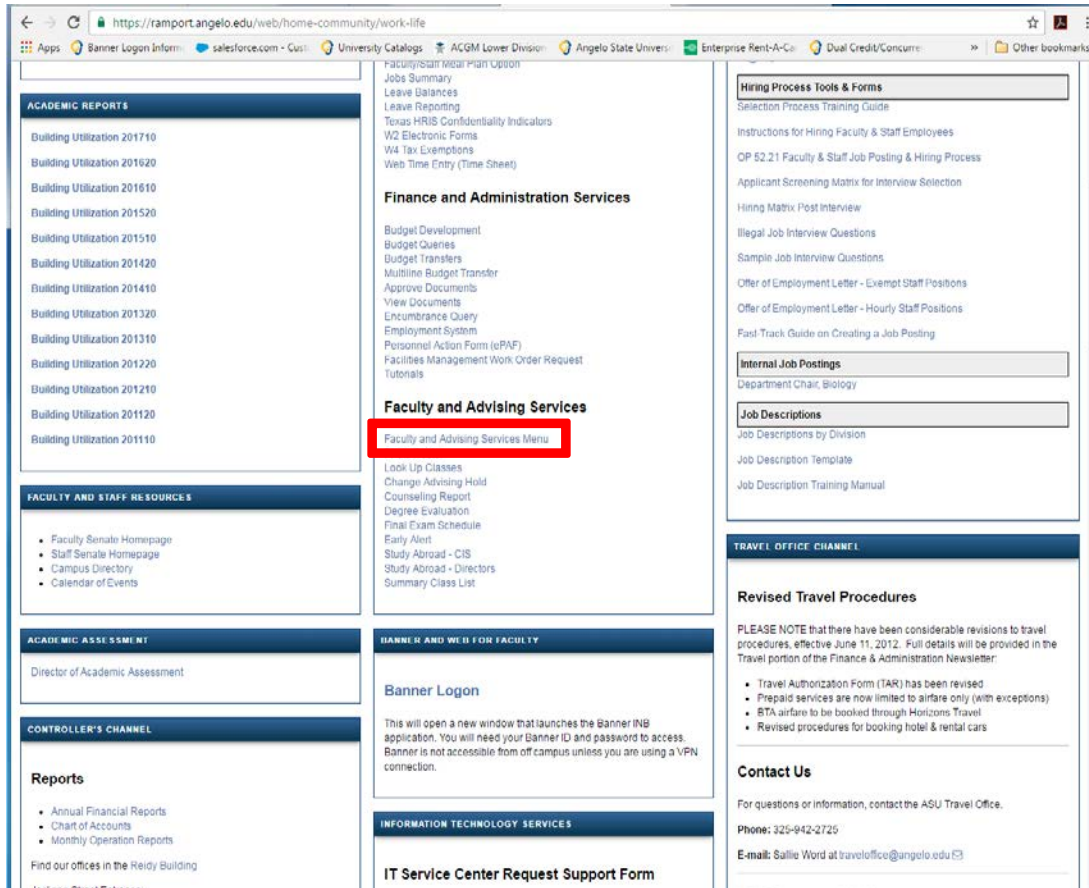1. Log in to RamPort (ramport.angelo.edu) using your username and password.
    Note: Your password will expire every 120 days. The system will prompt you to update you password as this date nears.
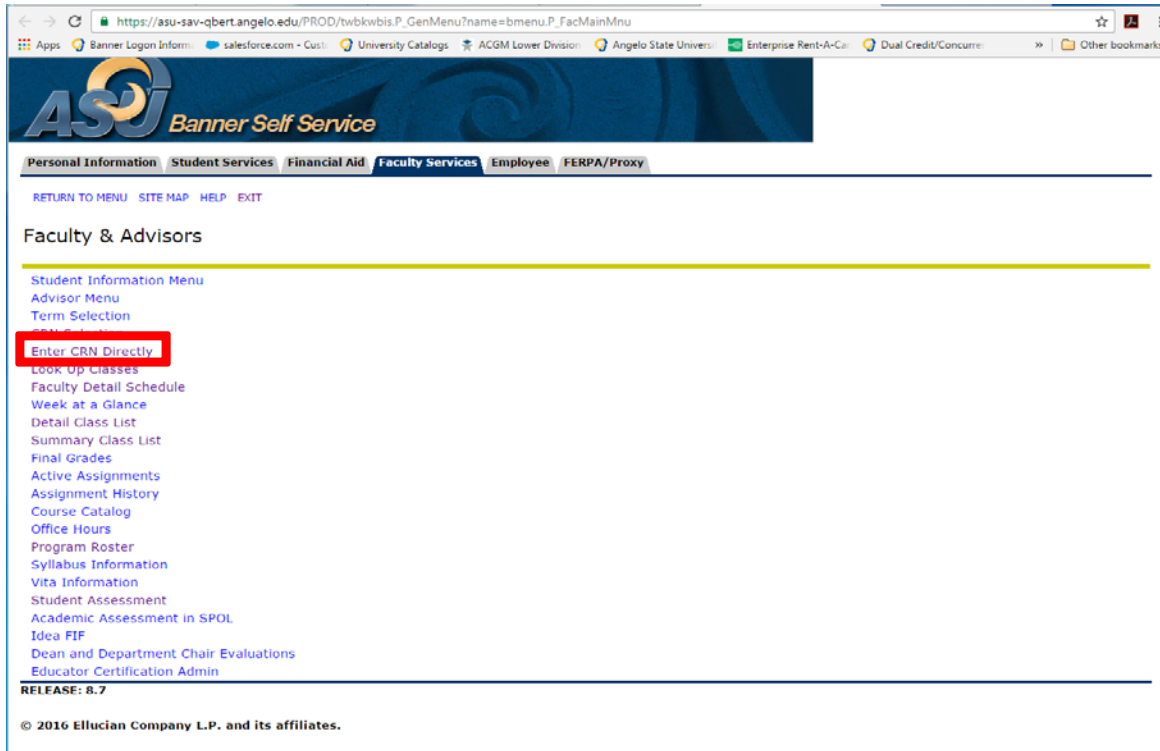2. Go to the Work Life tab. (See red arrow.)

3. In the middle column, scroll to find the Faculty and Advising Services Menu link. (See red box.)

4. This will open a new page to Banner Self Service. Here you will select the link "Enter CRN Directly". (See red box.)

5. Select the term you wish to view. **Note: The default selection will always be the upcoming semester. If you want to view current rosters, please make sure you are in the correct term.**

6. Enter the CRN for the course/section you wish to view. This is a 5-digit number specific to each section assigned to each instructor.

7. Once the CRN is entered, you will return to the screen shown in #4. From here you will select "**Summary Class List**" to view the roster for the CRN previously entered. (See red box.)
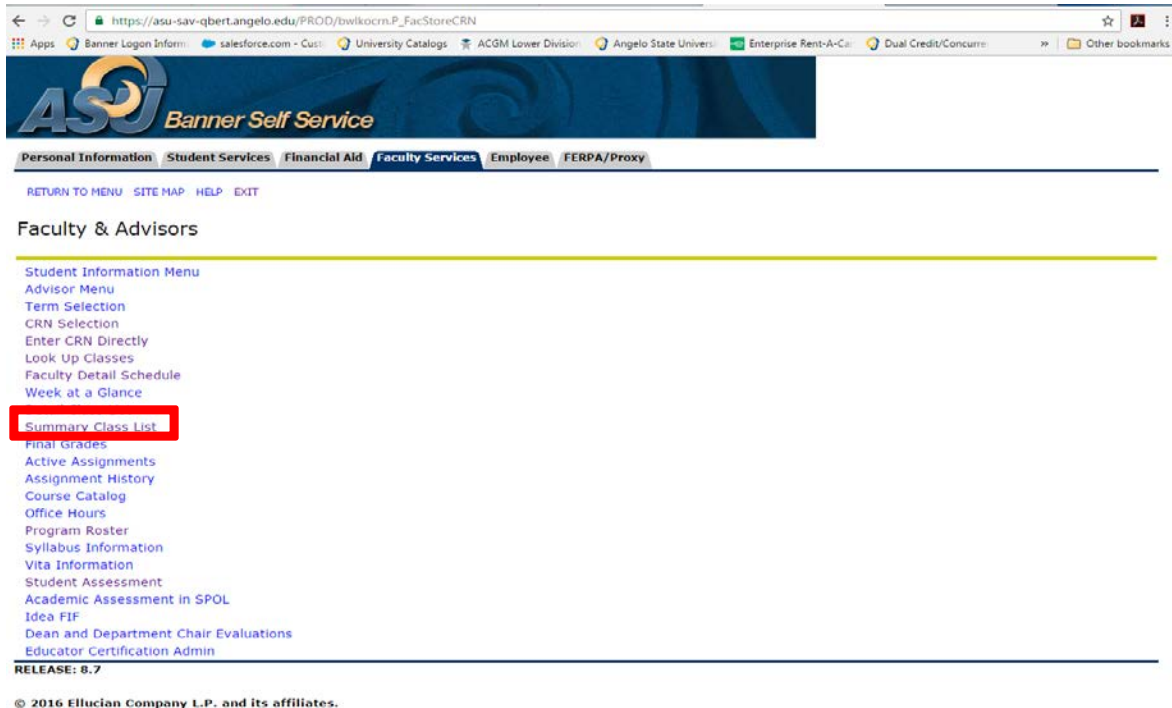
8. This will generate a roster view of the class.

Note: If a student drops the course before census date, the student will not appear on the roster after being dropped. If the student drops after census date, the student will remain on the roster with a Reg Status of "Withdrawn" and a Grade Detail of "W". (See yellow stars.)