1. Visit the University Registrar's homepage:  www.reg.uci.edu

   Note: To use the Registrar's secure web server, AOL users need to minimize the AOL browser and instead open Internet Explorer, Firefox, Safari, Opera, or their alternate web browser of choice. Hover your cursor over Faculty/Staff, slide to Services, and then click on WebRoster.
2. To authenticate yourself using WebAuth, click “here” and enter your UCInetID and password. Once you have been authenticated as the instructor of record, or an authorized person to view the roster, you will be able to view the list of classes you teaching for the term in WebRoster.

3. View any single class roster by clicking on the 5-digit; a new web browser will open displaying the roster.
4. Expand the top portion of your screen by clicking on "Show Options & Seating." The default sort is by the last name of the student but you can change to any of the other options listed., check your waiting list by checking the box next to "On Waiting List."
5. Scroll down to “Allow Other Viewers” to authorize your TA to view selected rosters.
Additional Options in WebRoster:

1. Sort the class roster by selected criteria such as grade level or add optional field such as students’ email addresses, majors, and grade level.
2. Merge multiple class sections together.
3. Generate a randomized seating chart for a class held in a large lecture hall.
4. If there are UCI Access students enrolled in your class a link will be provided just above the class roster along with the number of students enrolled through Access.