

Accessing First-Day Class Rosters on Pipeline :

From the Hamline homepage, www.hamline.edu, click “Logins” from the top menu bar. Click the key on the left hand side that says “login to the secure area”

To login you will need:

1. Your User ID, which is your Hamline ID or social security number (no dashes).

2. Your Pipeline PIN.

If you have forgotten your PIN, enter your User ID first, and then click the Forgot PIN? button. If you get an authorization failure message, call Student Administrative Services at 651-523-3000 and request that your PIN be reset.

Note: If you have never accessed Pipeline before, your PIN will be expired and you will be required to select a new one. You will also be asked to set up a security question in case you forget your PIN later. For more assistance with this, contact me directly.

Once in Pipeline:

1) Click on Faculty Services;

2) Read the confidentiality statement and click Continue;

3) Click Term Selection. Using the pull-down bar, select the term in which the course is listed. Click Submit Term;

4) Click CRN Selection (CRN stands for Course Reference Number). Using the pull-down bar, select the course (CRN) for which you would like to view the roster. Click Submit CRN;

5) From the menu, click **Summary Class List**—this is your class roster.

6) At the top of this page, you will see Class List Type. If your class has one or more cross-listed sections, make sure you select Cross-Listed Class List. If it doesn't, then your only choice here will be Standard Roster. Scroll down this page to view your class roster.

7) At the bottom of your roster, there is a link called Text Format Roster. Click on this if you want a list of names and I.D.s that is easy to cut and paste into a spreadsheet or other gradebook format.

If Pipeline is down after-hours (before 8a.m. or after 6p.m.), call Safety and Security at 651-523-2100 and ask them to call the Pipeline pager.

If you need help obtaining your roster, feel free to contact Student Administrative Services at 651/523-3000 or sasmail@hamline.edu.