

- Log in as an advisor (must be in the admin portal)
- Go to Tools and select Class Registration
- Locate your class and click on View Roster
- On the right hand side under Filters, click on the printer icon
- A new page will open. Maximize the page and then follow prompts to print. If your computer doesn't provide any prompts for printing, simply hit both the **ctrl** and **p** keys (control p) at the same time on your keyboard. This should provide you with printing options.