

How to View Student Emails and Phone Numbers on Your Faculty Center

Step 1: Log onto your faculty Center Using your Peralta User Name and Password url: pr.peralta.edu

WELCOME TO PROMT

Your gateway to employee news, critical business information, and self-service applications - all delivered in real time by Oracle | PeopleSoft's Enterprise Solution.

Please enter your network User name and Password.

User ID

Password

Step 2: Click on Employee Self Service

Step 3: Click on "To Faculty Center" which will open a New Window

Employee Self Service

Get instant access to your Personal Information, Training and Development, Payroll and Compensation, and Benefits.

To Faculty Center (New Window) My Faculty Center	View Paycheck View Paycheck	My Personal Information Review a summary of your personal information.
My Benefits Review health, insurance, savings, pension or other benefit information. Review and update dependent and beneficiary personal information.	View W-2/W-2c Forms View electronic W-2 and W-2c forms.	

How to View Student Emails and Phone Numbers on Your Faculty Center

Step 4: A New Window will open. On the Left hand side click on My Favorites and then Click on Faculty Center

The screenshot shows the Oracle Faculty Center interface. At the top left is the Oracle logo. The top navigation bar includes links for Home, Worklist, Performance Trace, Add to Favorites, and Sign out. On the right, there are links for Personalize Content and Layout. A 'Menu' sidebar is open on the left, showing a search box and a list of categories. Under 'My Favorites', the 'Faculty Center' link is highlighted with a red arrow.

Step 5: Click on the FILE icon next to the Name and Course Number of your Class

The screenshot shows the 'My Schedule' page in the Oracle Faculty Center. The page title is 'Faculty Center My Schedule'. It displays the current term as '2019 Fall | Peralta Community College Dist' with buttons for 'change term', 'term workload', and 'pay detail'. There are also links for 'Grade Instructions' and 'View Weekly Teaching Schedule'. Below the navigation, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, and Learning Management. The main content is a table of classes. A red arrow points to the 'FILE' icon next to the first class entry.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
E M2 (43...)	Technician (Lecture)	25	TuTh 5:00PM - 6:50PM	M-OFFSITE	Aug 19, 2019- Dec 13, 2019
E M2L (43...)	Technician (Laboratory)	25	TuTh 7:00PM - 9:50PM	M-OFFSITE	Aug 19, 2019- Dec 13, 2019
ZZOFP 1-M82 (49010)	Part-time Office Hours (Lecture)	0	TBA	TBA	Aug 19, 2019- Dec 13, 2019

How to View Student Emails and Phone Numbers on Your Faculty Center

Step 6: On the Instructor Class Contacts Page - Click on the Address/Email Tab

ORACLE Home | Worklist | Performance Trace | Add to Favorites | Sign out

Menu

Search:

- My Favorites
 - View Paycheck
 - Faculty Center
 - Add to Favorites
 - Edit Favorites
- Self Service
- Records and Enrollment
- Curriculum Management
- SC Community College Data
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Peralta SA Custom
- Usage Monitoring
- My Preferences
- My Dictionary
- My Feeds

Instructor Class Contacts

Class Detail

Instructor Name: _____ Institution: Peralta Community College Dist
 Title: _____ Term: 2019 Fall
 Class Number: 43 Session: Regular Academic
 Class Section: M2 *Enrollment Status: Enrolled
 Component: Lec

Notification Action

Select All Deselect All Notify

Student Information Personalize | First 1-25 of 25 Last

Enrollment Detail Address/Email

Select	Class Nbr	ID	Name	Status	Grade Basis	Units	Add Date	Drop Date
<input type="checkbox"/>	43	11	Al nn	Enrolled	Non-Graded Component	0.00	08/05/2019	
<input type="checkbox"/>	43	11	A y	Enrolled	Non-Graded Component	0.00	04/29/2019	
<input type="checkbox"/>	43	11	A ah	Enrolled	Non-Graded Component	0.00	04/29/2019	
<input type="checkbox"/>	43	10	An erson	Enrolled	Non-Graded Component	0.00	08/05/2019	
<input type="checkbox"/>	43	11	Br ille	Enrolled	Non-Graded Component	0.00	08/05/2019	

Step 7: After Clicking the Address/Email Tab scroll to the right to view Email and Phone Numbers for Students

ORACLE Home | Worklist | Performance Trace | Add to Favorites | Sign out

Menu

Search:

- My Favorites
 - View Paycheck
 - Faculty Center
 - Add to Favorites
 - Edit Favorites
- Self Service
- Records and Enrollment
- Curriculum Management
- SC Community College Data
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Peralta SA Custom
- Usage Monitoring
- My Preferences
- My Dictionary
- My Feeds

Instructor Class Contacts

Class Detail

Instructor Name: _____ Institution: Peralta Community College Dist
 Title: _____ Term: 2019 Fall
 Class Number: 43 Session: Regular Academic
 Class Section: M2 *Enrollment Status: Enrolled
 Component: Lecture

Notification Action

Select All Deselect All Notify

Student Information Personalize

Enrollment Detail Address/Email

Select	Class Nbr	ID	Name	Address	City	State	Postal	Telep
<input type="checkbox"/>	43							
<input type="checkbox"/>	43							
<input type="checkbox"/>	43							
<input type="checkbox"/>	43							
<input type="checkbox"/>	43							
<input type="checkbox"/>	43							
<input type="checkbox"/>	43							