

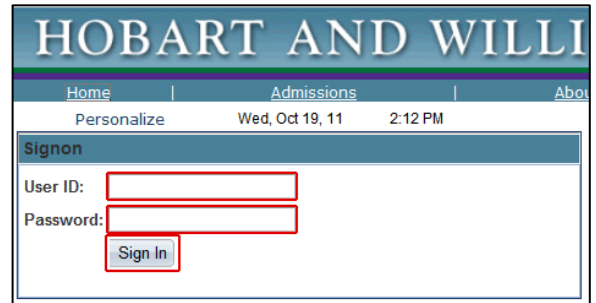
Campus Solutions

For Faculty: Viewing Other Faculty Schedules

These instructions introduce you to the Faculty Center and highlight some of the features.

To view another person's faculty schedule:

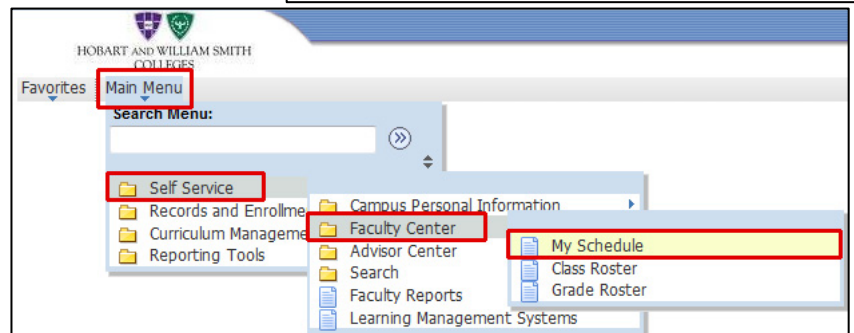
1. Go to the [HWS PeopleSoft Website](#)
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



3. On the menu, click **Campus Solutions**



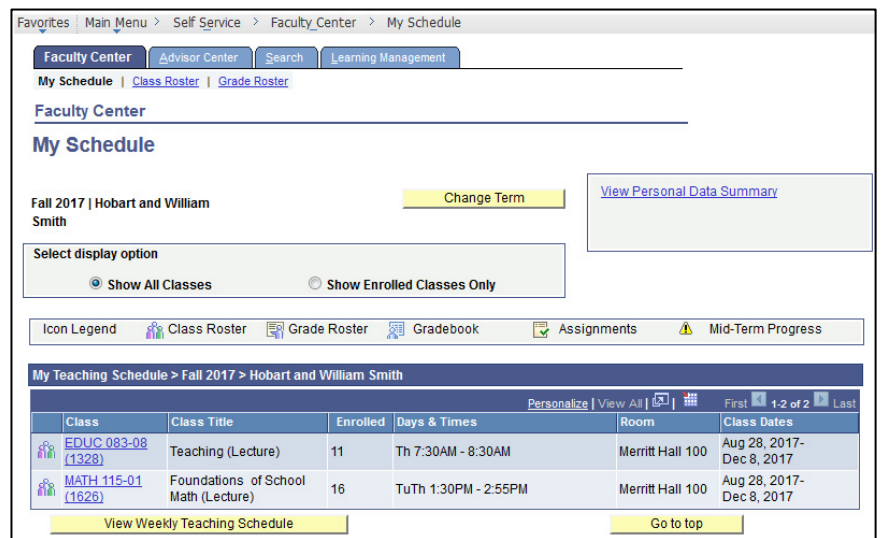
4. Click **Main Menu > Self Service > Faculty Center > My Schedule**



The Faculty Center tabs display. Your schedule displays in the my schedule tab.

By default, your classes display for the current selected term.

You use the Search tab to search for contact information and schedules for other faculty members.

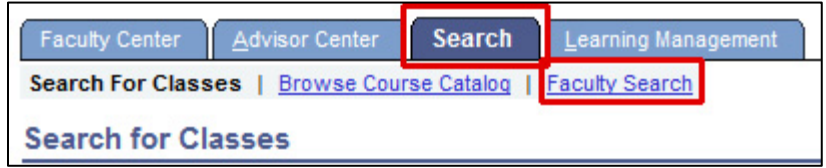


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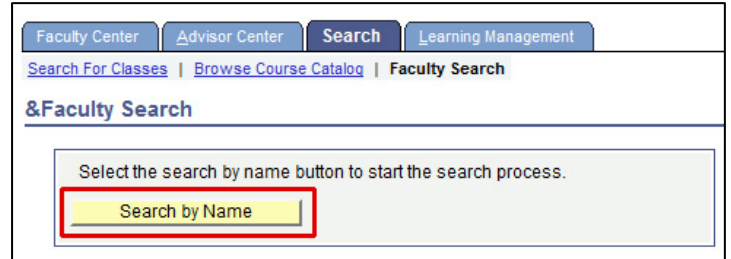
5. Click Search

You use the faculty search tab to search for contact information and schedules for other faculty.



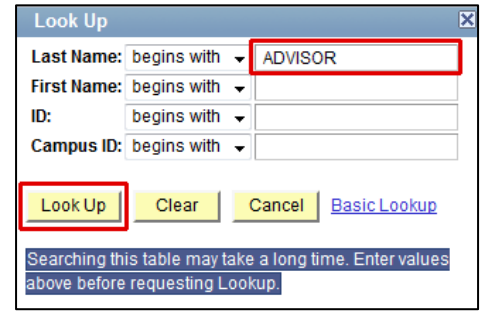
6. Click Faculty Search

7. On the Faculty Search page, click **search by name**



A pop-up page displays for entry of search criteria for faculty member(s). You can enter any combination of criteria in the fields.

8. Click Look Up



9. In the search results, click the link of the **faculty member** desired



10. Select the **term** desired

11. Click **Continue**



The faculty member's schedule for the selected term displays.

You can view the specific class details for any of the faculty member's classes.

