Go to: www.webster.edu
Click on the “Connections Login” link at the bottom right side of the page.
Enter your login User Name and Password. (If you've forgotten your login is, please contact the HELP Desk at 314-968-5995, #1 Menu.)

In order to login to the NEW Connections portal you must first register your Webster Office 365 account.

1. Go to portal.office.com
2. Enter your Webster Email address and your temporary password. (Temporary password is: Your 7 digit Webster ID number OR Your first initial capitalized, last initial lower case, your Webster ID number and a # sign. Example: Kl1234567#)
3. Click Sign-in
4. Follow the prompts to setup your account

Once you have registered your Webster Office 365 account and chosen a new password, come back to this page (https://connections.webster.edu) and sign in with those credentials.

Username: The first part of your Webster email (everything preceding the @ symbol) Password: The password you created via Office 365

If you have already registered your Webster Office 365 account you may sign in now with that username and password.

If you are unable to sign in once you have registered, please contact the Webster University Service Desk at 866-435-7270.
Click on the “Faculty” tab: ("Faculty" tab will be visible on YOUR screen)
Click on the link: “Click on “Faculty Academic Services” window to access Faculty, Services (grade entry, advising, schedule)” (You may see a pop-up box and have to RE-enter your user name and password. Do this if required.)
Then, you come to this screen where you “Set Options”. Click on “Set Options”
Highlight “Community Music School”, select the correct session and make sure the correct year is displayed (2018). Then click on “Submit Options”.

NEXT: Click on “Faculty Schedule” on the left side.
.... and a window will pop up listing all of your “courses”, the number of students enrolled in each, and the location:

**What does each column mean?**

- **Crs Sec**: these are all of your own courses.
- **IM**: “AM” means applied music
- **Max Reg**: maximum students that can be registered...can be increased by office if necessary
- **Reg**: # of students registered in this course
- **Camp**: campus - CMWG=Webster, University City; FAUS=Faust Park
- **Beg**: not relevant
- **End**: lists beginning and ending dates of current semester
Now click on “Class Lists” over on the left hand side:
You will get this screen where you will need to enter in **each** of your Course Codes and Section Codes (which I will provide you; and they can be found on “Faculty Schedule” as shown in previous window).

When entering your Course Codes be sure to put ONE space between the first 4 letters and the next 4 digits.

Next, place the cursor in the “Section” box and enter the TWO digit number that corresponds to YOUR Section Codes. Section Codes are what identify this course and these students as distinctly yours at a specific location.

Please ignore the options listed under “Select Student Sort Priority.”
Next, click the arrow next to the “Catalog” window. A series of numbers will drop down. Select SY18 (for “Symphony 2018” - we used to be known as the Symphony Music School) Then, click “Submit Request” (circled below)
And this is what you get. This is a list of 30 minute students enrolled in the course: **SUVI 0301 08** (Suzuki violin, 30 minutes, section 08)

BE SURE these are accurate: The correct students should be listed for 30-minute lessons (or 45-minutes or 60-minutes) and listed for the correct number of weeks (“Hrs”).

**Important columns/Info to NOTE:**

**Name:** list of your students taking this length lesson

**Email:** Ignore – student probably doesn’t use this email. Auto-assigned by Webster

**Phone:** this number is taken directly from CARS – should be correct.

**Hrs:** This is how many weeks of instruction this student is enrolled for...important!
NEXT STEPS:

- To enter Course Codes for additional classes (45 minute, 60 minute classes and other locations), just click on the “Class List” link on the left and it will return you to the correct screen. Enter in your additional Course Codes and Section Codes for each class list you want to view/print. Be sure to check each course number assigned to you.

ADDITIONAL INFORMATION:

- Under the “Hrs” column, the number of weeks a student is registered for is listed. Be sure this is the correct number of weeks.
- If you hover your cursor over email, the student’s Webster email will show up in the bottom left corner. Most CMS families don’t use their student’s Webster email.
- If you want to print this list, click the printer icon in the left side menu.
- If you only teach at one location, you will have only one section code (Example: SUVI 0301 08, SUVI 0451 08 and SUVI 0601 08). If you teach at two locations, you’ll have two section codes.
- Other examples: VIOL 0301 08 or PERC 0451 01 or TRUM 0601 02 are three different courses belonging to three different instructors. (violin for 30 minutes; percussion for 45 minutes and trumpet for 60 minutes)
- Explanation of "COURSE CATALOG" - this is a complete list of all of the "courses" CMS offers each year. It has to be updated every semester, but usually, instructors’ course codes do NOT change (you'll be notified if they do). But the Course Catalog remains the same number (SY18 or SY19) for the entire year and it is based on the beginning year of the academic year. So, the Course Catalog for academic year 2018-19 (which covers Summer 2018, Fall 2018 and Spring 2019 semesters) will be SY18 for the entire academic year.