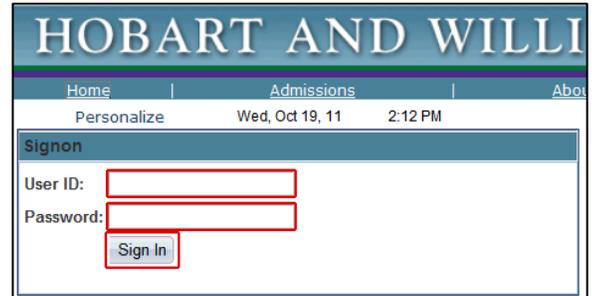# Campus Solutions
For Faculty: Navigating the Faculty Center

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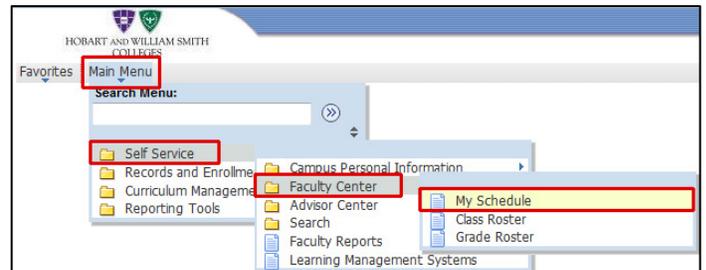
To view the Faculty Center:

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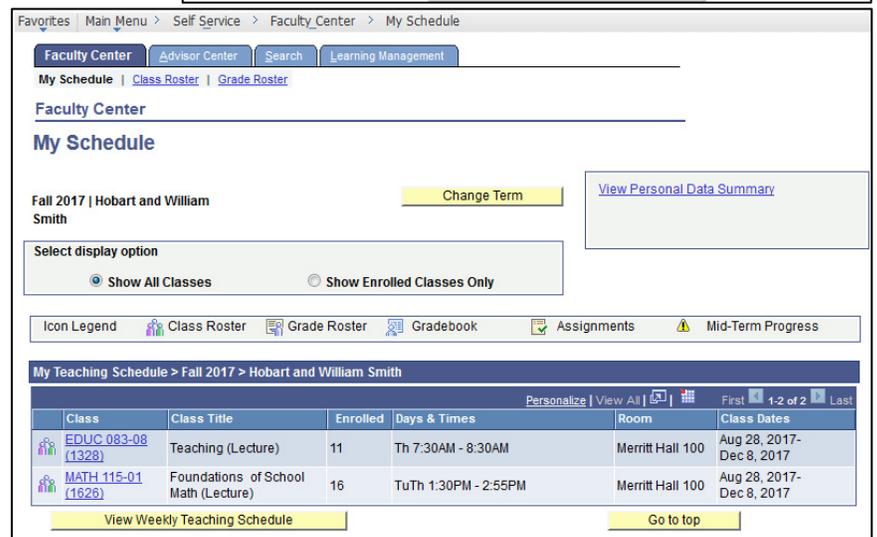
3. On the menu, click **Campus Solutions**

4. On the menu, click **Main Menu > Self Service > Faculty Center > My Schedule**
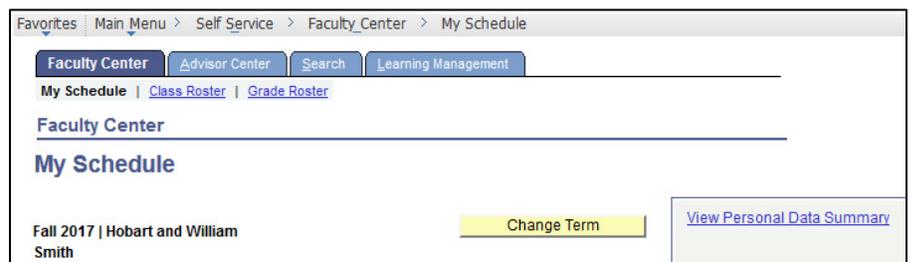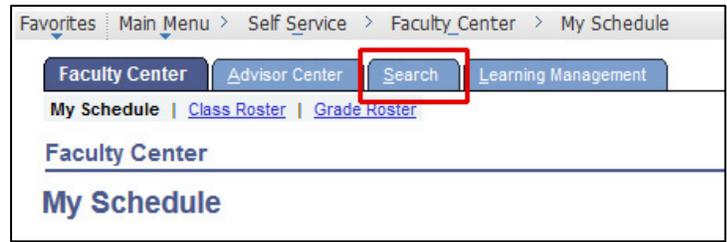
   The Faculty Center tabs display.

5. Change the term to see your schedule for other terms

   This change will only be reflected while you're on this page; the term will return to the default on your next visit.
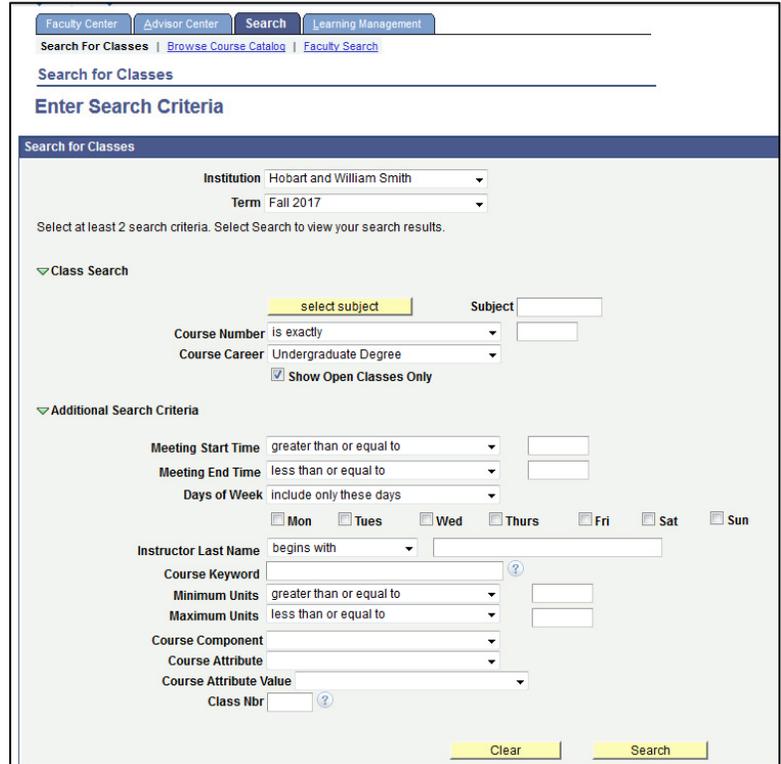
6. On the tabs, click **Search**

The class search tab provides class and catalog search tools.

The search is based on a term you select so you can view the chosen classes offered for the selected term and subject.

You can then drill down further to view the class section details, including whether sections are open.

7. Click the tab **browse course catalog**

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The browse catalog tab displays the entire catalog, including courses offered in the selected term and courses that are not.

The courses display by subject and then by course number. You can click the letters at the top of the page to navigate to a specific subject. You can click on each course number or name for more details.
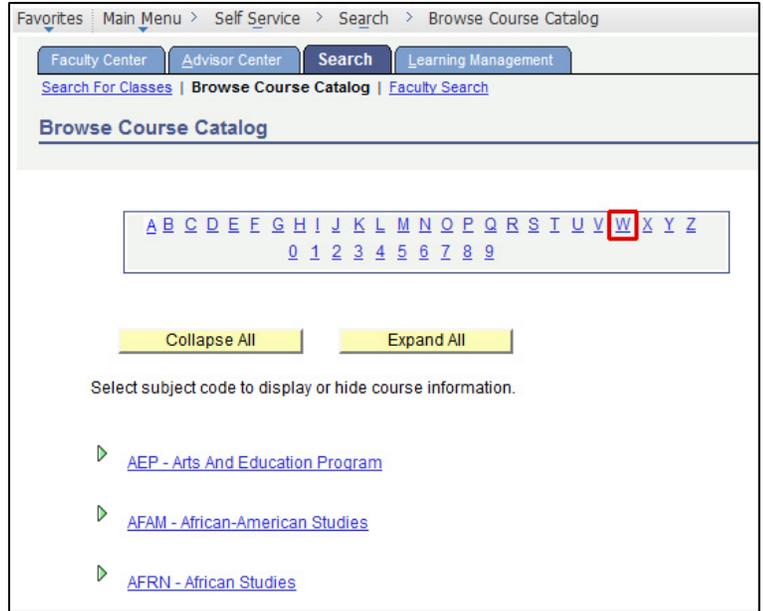
8. Click **faculty search**

On the faculty search tab, you can search for a faculty member, to view his or her schedule and e-mail address.

9. Click the **Faculty Center tab** to return to your schedule page