THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Quick Reference Guide (QRG) to be used for training purposes

For Class Numbers

This guide will help you locate your Class Number.

CONTINUE

How to find your Class Number 1/2

To find your Class Number:

1. Visit the UNDA Staff Portals page and click on the **PeopleSoft** tile.

2. Click on the **Faculty Centre** tile.

3. Enter your **Staff ID** and **Password.**

4. Click on the **Faculty Centre** tile.

The Navigation is as follows
Staff Portals > PeopleSoft tile > Faculty Centre > Faculty Centre

How to find your Class Number 2/2

Once in the Faculty Centre:

1. Ensure you are in the **My Schedule** tab.

2. Go to the **Class** Column.

3. Your **Class Number** is the four numbers in brackets next to the Course Code (i.e., 1771).

Got a question?

Sessional, first point of contact, please refer to your relevant **Faculty Manager** or **Director**

- Faculty of Medicine, Nursing, Midwifery and Health: **Yvette Maloney**

- Faculty of Arts, Sciences, Law & Business: **Michelle Cosgrave**

- Faculty of Education, Philosophy & Theology: **Jan Dunphy**

- Director for Pathways: **Helen Rogers**

General Casual, first point of contact, please refer to **Bianca Petrovski**, Resource Manager

Second point of contact will be **P&C** email them on p&c@nd.edu.au