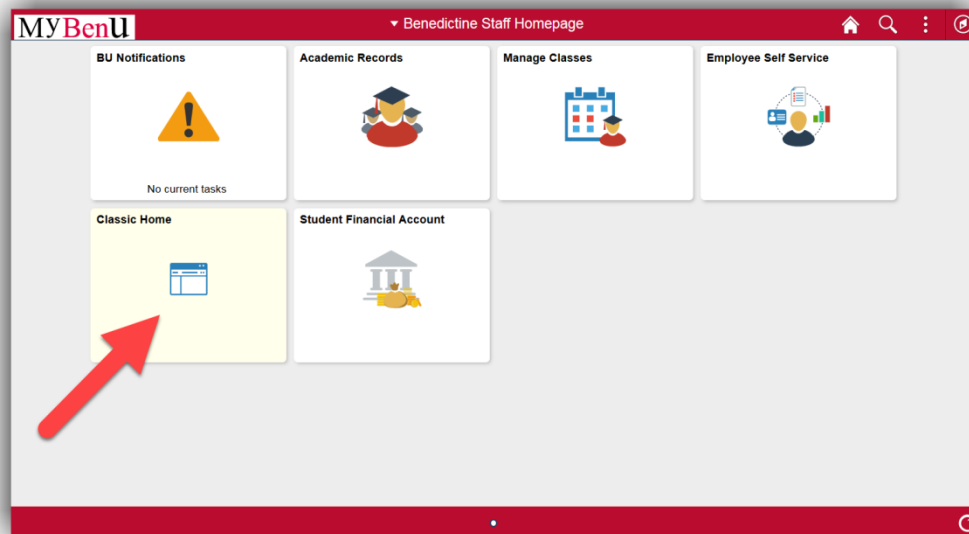
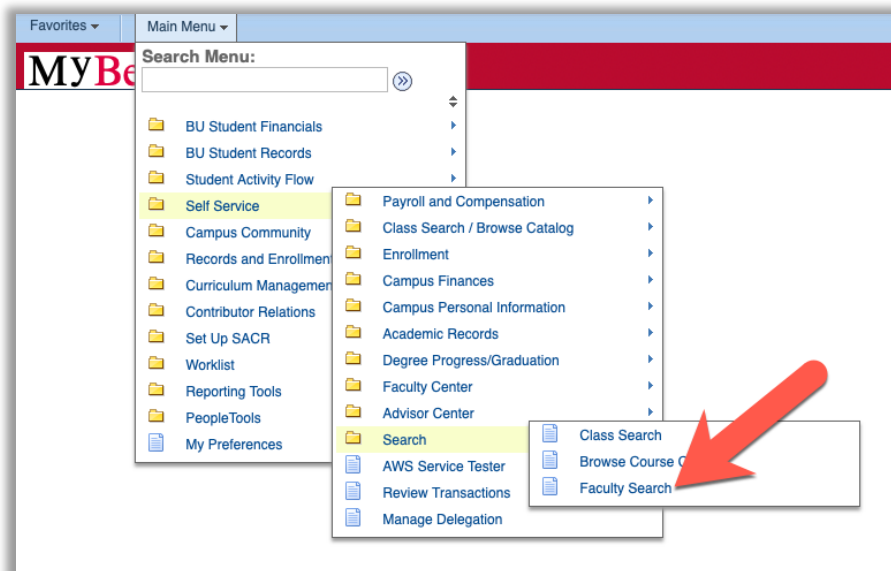


To View a Faculty Member's Teaching Schedule

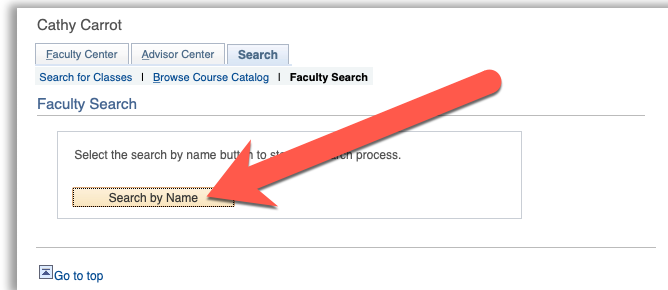
1. Log into the **MyBenU** system. You will be on the Homepage. Click on the **Classic Home** button to get to the Classic view.



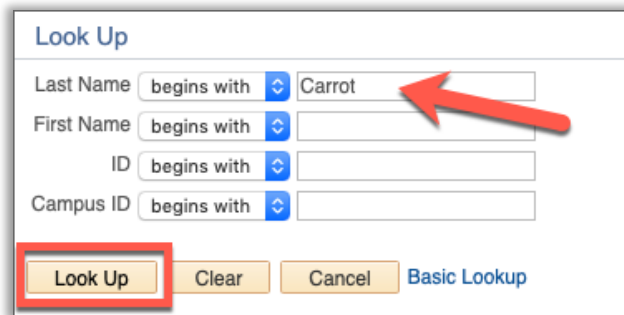
2. Click on **Main Menu** in the top bar, and navigate through **Self Service > Search > Faculty Search**.



3. On the **Faculty Search** page, click the **Search by Name** button to begin a search.



4. Enter first name, last name, and/or ID (Benedictine ID, if known).



5. Select a term from the list given and click on the **Continue** button. This will open the **Faculty Search** page for that particular term and all classes, along with events scheduled through the class event scheduler within the PeopleSoft system, will be displayed.