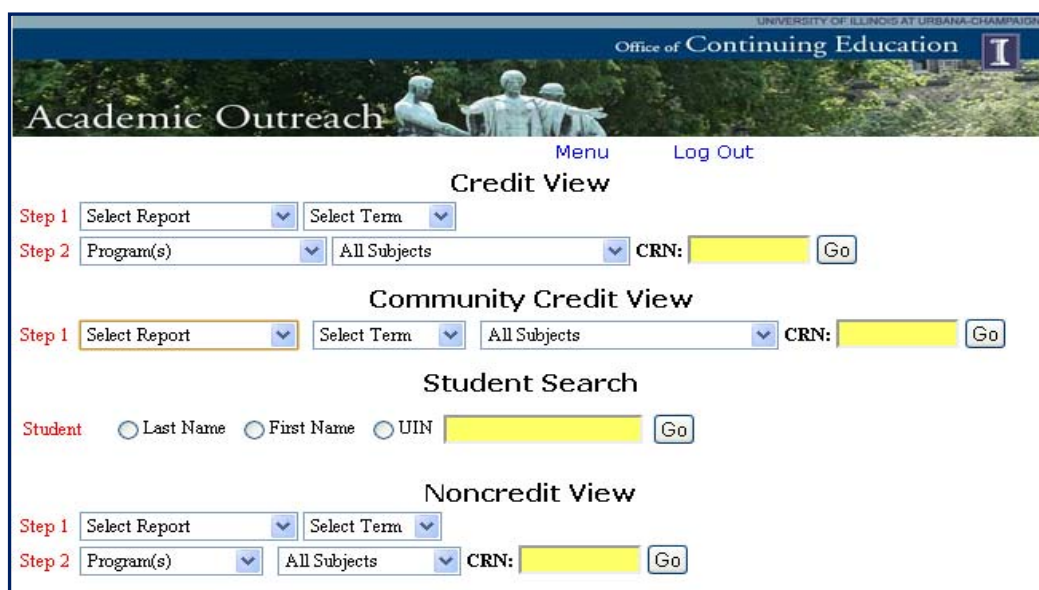


## Using Academic Outreach (AO) Course Rosters

1. Log in using your NetID and Bluestem Password via the [AO Service Center](#).
2. On the “Step 1” line under “Credit View, select the type of report you wish to view, along with the term.
  - I. Section List/Report(s) will provide an overview of all available courses including the CRN, the course section, the number of credit hours, the associated program, and course status.
  - II. Basic Roster will provide the same information as Section List/Report(s), but will also show student information.
  - III. Contact Roster will provide the same information as the Basic Roster, but will provide mailing addresses, phone numbers, and email addresses.



The screenshot displays the 'Academic Outreach' web application interface. At the top, it shows the 'Office of Continuing Education' logo and navigation links for 'Menu' and 'Log Out'. Below the header, there are four main sections for searching course rosters:

- Credit View:** Includes 'Step 1' with dropdowns for 'Select Report' and 'Select Term', and 'Step 2' with dropdowns for 'Program(s)' and 'All Subjects', a 'CRN:' text input field, and a 'Go' button.
- Community Credit View:** Includes 'Step 1' with dropdowns for 'Select Report', 'Select Term', and 'All Subjects', a 'CRN:' text input field, and a 'Go' button.
- Student Search:** Features radio buttons for 'Last Name', 'First Name', and 'UIN', followed by a text input field and a 'Go' button.
- Noncredit View:** Includes 'Step 1' with dropdowns for 'Select Report' and 'Select Term', and 'Step 2' with dropdowns for 'Program(s)' and 'All Subjects', a 'CRN:' text input field, and a 'Go' button.

3. On the “Step 2” line, select the program and subject you wish to view.
  - I. While you will have several choices in the “Programs” field, the relevant choices include HRE HRD, HRE CCTL, and Health Profession Education.
  - II. You also have the option of searching by CRN on this line, although this probably will not be of benefit.
4. You can also search students by first name, last name, and UIN under “Student Search.” This is more exclusive than using the University PH directory.

