How to View Student Rosters on MyHC

(1) On the Employee Portal of the college’s website, click on the MyHC button:

![MyHC Button on Employee Portal]

(2) Sign into your MyHC account using your NetID and Password:
(3) Choose “Faculty & Advisors”:

(4) Choose “Summary Class List”:

(5) Select the term and then hit the “Submit” button:
(6) Select the CRN if you teach multiple courses, then hit the “Submit” button:

If you have technical issues with your MyHC account, please contact

IT Department

447-6960

IT@helenacollege.edu

If you don’t see your courses in MyHC account, please contact

Registrar and Admission Office

447-6909

HCRRegistrar@helenacollege.edu

If you have questions related to Dual Credits courses and enrollment, please contact

Stephanie Hunthausen

Director of K-12 Partnerships

447-6993

Stephanie.hunthausen@helenacollege.edu