

## Contacting students who haven't logged in

If there is a student who hasn't logged in soon after a semester begins, a phone call or email to the student's personal email (not bulldog email) can be very helpful. These instructions show you how to obtain a student's address, phone number, and email.

From your Faculty Portal . . . . .

Academic ▾

- Class Roster
- Directory
- Email Students
- Faculty Contact
- Brainfuse

Click **Class Roster** from the Academic drop-down menu.

Click Student ID number of student.

Notes	Student Name	Student ID	College Level	Credits
	1. Student, Ima	00000056644	Sophomore	3
	2. Student, Yura	00000006467	Sophomore	3

**Student:**

**Ima Student**

PO Box 358  
Clarendon, TX 79226  
806-555-2345  
student.i@bulldogsmail.com, ima.student10@gmail.com

See phone number and email addresses (including possible personal email)

Personal email

**Student ID:** Click the Student ID in your Class Roster list to see a student's address, phone number, and email address.