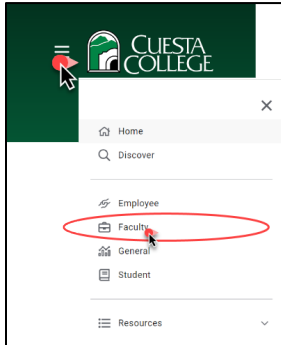


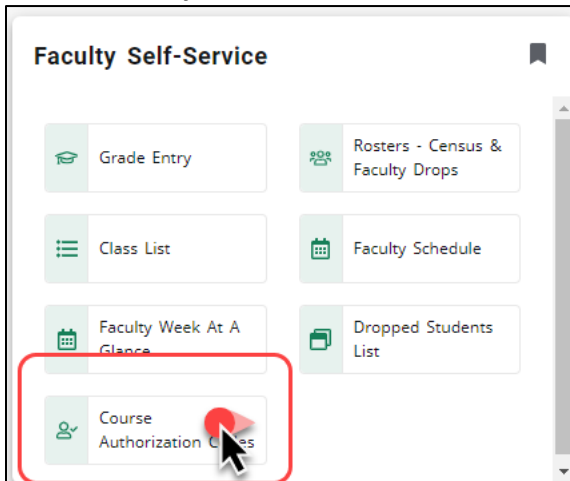
Course Authorization Codes

Faculty Services is part of Banner Self-Service that allows faculty to access rosters, post grades and much more. The **Course Authorization Codes** option allows you to view, export and/or print a list of authorization codes for students to use in order to add a course.

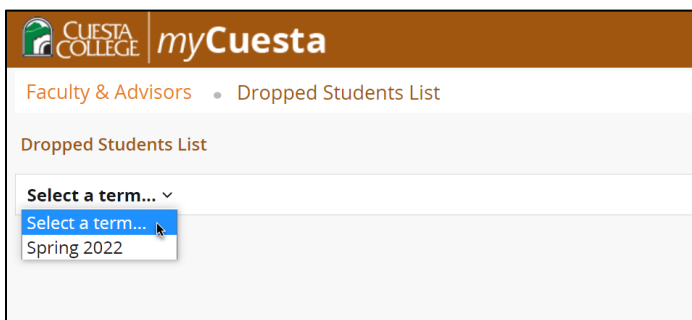
1. Log into [myCuesta](#). Contact ITsupport@cuesta.edu for assistance with logging in.
2. Use the three lines/hamburger menu in the top left to select the **Faculty view**.



3. Find the **Faculty Self-Service** card and choose **Course Authorization Codes**



4. **Select a term** from the dropdown menu



5. **Select a course** from the list and scroll to the bottom of the screen to view the list Authorization Codes.

- Use the status column to determine if the authorization code is available or used.
- Use the Export option to export and print the list.

myCuesta

Faculty & Advisors > Course Authorization Codes

Course Authorization Codes

Spring 2022

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ENGL 201A	English Composition	30043	29	Active	01/18/2022 - 05/20/2022	Spring 2022
MATH 007	Prealgebra	30337	9	Active	01/18/2022 - 05/20/2022	Spring 2022

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Records Found: 2

Authorization Codes - ENGL 201A | 30043

Authorization Code	Status	Student ID	Student Name	Date Used
11UVV0	Available			
2HSG4	Available			
515J72	Used			
9179CI	Available			
7D59KS	Used			
B55HNS	Used			
C3GHC6	Used			
C95TZ1	Available			
C1NKC1	Available			
COWLYZ	Available			
PUNUDW	Available			
FTMVMCM	Available			
HMPG25	Available			

Export