1. Go to web.ramapo.edu and click the red Connect button of the right side of the Intranet Home Page.

2. Log in using your Ramapo email username and password

3. Select “Students” from the dropdown to the left of “Home”

4. Click on the “My Students” tab

Questions? Please e-mail connect@ramapo.edu.
1. Select the “Connection” you have with the students
   - All My Students: Shows a combined list of advisees, students from your courses and all students for your unit
   - Academic Advisor: Generates a list of your advisees
   - Instructor: Shows a combined list of all students from all of your courses for the current term
   - “X” Advisor: Displays a list of all students from your assigned role
     - An example would be EOF Advisor would show all assigned students for EOF
   - Individual Course Name: Displays course roster for individual course

2. Select the current term in the drop down menu, for example: Fall 2018
Selecting the Cohort

1. Select the “Cohort” from the drop down menu that you wish to message
   - Please note: Cohorts add to each other. If you select “sophomore” and select “Accounting Major” you will see all sophomores at Ramapo and all Accounting majors. Not just Accounting majors that are sophomores.

2. Click in the white space to run the list

3. Your list of students should update to show only students that match your selected Cohort.
   - For instance, an SSHGS faculty member looking at the “School Advisor” connection will notice there are 460 SSHGS students (this number is displayed in the bottom right corner of the screen). If they then check off “Political Science Major” from the Cohort drop down menu, the list refreshes and there are now 70 students remaining on the list.

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