

Go to Your Instructor Briefcase to Check Class Rosters and Enrollments

To check class rosters, go into the Instructor Briefcase on our District site.

1. Follow this link for Instructor Briefcase: <https://sccdweb.sccd.ctc.edu/seanor/ibc/>
2. Enter your 9-digit Instructor ID (Call Continuing Education office at 206-527-3705 if you don't know what this is)
3. Enter your 6-digit Employee PIN
 - a. This was given to you with your hire paperwork. (If you are missing your employee pin, please contact payroll at 206-587-4112)
4. Select the Current Quarter (*i.e.*, Fall 2010)
5. Select your Class

You will be able to see your students, and their contact information. Please note, if there are no students enrolled in the class yet, the class will not show up on Instructor Briefcase.