Welcome to Your Faculty Center

The Faculty Center provides you the opportunity to view permission numbers for your classes. Permission numbers are initially generated by the Registrar’s Office. If you need more, your department admin staff can generate additional permission numbers for your classes. In most cases, permission numbers are available only at the beginning of a new term – first day of classes.

Select the **my schedule** tab in the **Faculty Center.** (Instructions on logging in to the Faculty Center: [http://cms.sfsu.edu/csi/content/logging-your-faculty-center](http://cms.sfsu.edu/csi/content/logging-your-faculty-center))

To view the permission numbers for a specific class, select the # icon (hashtag).
The list of Class Permission numbers appears. Provide an unused permission number to each student you would like to add to the class. Students who have used a permission number will be listed in this table.

Select **Return** to return to the **my schedule** page.

Remember to log out of Campus Solutions and SF State Gateway when you are finished, to prevent unauthorized access to your account.