# How to Locate Student Emails and Phone Numbers

Faculty are able to obtain student cell and home phone numbers, in addition to email addresses in order to facilitate contacting students with important information. However, faculty cannot automate sending email to students from this location.

See [**Troubleshooting Email from Faculty Self-Service**](https://drive.google.com/file/d/1-nGkfdxLCvvAiXMK7MQFQLAZYicn46qi/view?usp=sharing) to send a mass email to your entire class roster.

To locate this information, follow the steps below.

| **Instructions** | **Illustrations** |
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| Navigate to svcc.edu | image of svcc.edu home page |
| Select the Login menu | Image of login link that leads to login services menu |
| Scroll down to the Faculty and Staff area and select Faculty Self-Service | Image of the Faculty Self-service link on the login services menu. |
| Login with your Sauk Login information | Image of the Sign in Box in Faculty Self-service |
| Select Class Roster Student Contact Information | Image of the landing page for Faculty Self-service |
| Select the current term from the Select Term drop down menu. | Image of the select a term menu at Faculty Self-services. |
| Select the course from the Select Course drop down menu. | Select a course menu from Faculty Self-Service |
| Locate the name of the student and the phone numbers adjacent and to the right. | Image of a sample course roster with names and numbers blurred to protect privacy. |