

Set up your goPFW account

- Your human resources paperwork must be complete and entered into our system. If you are not sure or have questions about your paperwork, please call Ann Brown 260-481-0748 or email browna@pfw.edu.
- New faculty can activate your account at the go.pfw.edu and click on First Time User.
- If you have not been in your account recently to set up the new security protocols, you will need call the IT Services Help Desk 260-481-6030 option 0 for a technician or stop by their office in Kettler Hall room 206 (bring a photo ID). Identify yourself as a Collegiate Connection dual credit instructor.
- When setting up your password, please set up your security questions. This will allow you to reset your password remotely if it has expired or you have forgotten the password.
- Passwords expire every 120 days.

Accessing Your PFW Rosters

Login to your goPFW account. The screen shots below are all in the first column under the faculty tab.

The screenshot shows the goPFW Faculty page. On the left is a dark navigation menu with the following items: Home, Faculty (selected), Advisor, Enrollment, Billing & Financial Aid, Academic Success, Student Life, Career Development, and Employee. The main content area is titled "Faculty" and includes a breadcrumb "Home Community / Faculty".

myBLUEprint

Login to myBLUEprint 

[myBLUEprint Information](#)
[myBLUEprint Best Practices](#)
[FAQs for myBLUEprint](#)
[myBLUEprint Videos](#)
[FAQs for Course Program of Study \(CPoS\)](#)
[Online Substitutions and Waiver Forms](#)
[Form 42 - Academic Information Change Form](#)
[Course Program of Study \(CPoS\) Override Form](#)
[CPoS Preparatory Coursework Policy](#)

Faculty Schedule

My Classes (Daily View) **Weekly View**

May 1, 2006 

Class Time	Course Title
> 06:00 pm - 07:15 pm	OLS-399
>  06:00 pm - 07:15 pm	OLS-121

Faculty Grade Assignment [Preferences](#)

Grade Status

Final Grades 

Status	Course Title ↕
No Final Grades are required at this time.	

Grade Forms

When sending these forms through e-mail use FileLocker in order to protect student data or you can print and send through intercampus mail.

[Form 42 - Academic Information Change Form](#)

[Form 150 - Incomplete Grade](#)

[Incomplete Grade Form Instructions](#)

[Form 350FW - Academic Record Change Form](#)

[Form 390 - Report of Directed Credit](#)

[Petition For Late Audit Form](#)

[Log-in to FileLocker](#)

[Instructions on how to use FileLocker](#)

While we can award incomplete for a grade in certain circumstances, please contact our office directly rather than using the Form 150-Incomplete Grade link here.

Filelocker is a secure file share service that can be used to return your verification rosters, grade rosters, etc. It is very easy to use.

Faculty Registration Tools

[Faculty Detail Schedule](#)

[Faculty Schedule by Day & Time](#)

[Class Search](#)

[View Advisee Listing](#)

[View Student Information](#)

[Registration Overrides](#)

Click here to see the course(s) you are teaching.

Select the term.

If teaching more than one class, select the class.

At the bottom of the screen, select Summary Class List to see registered students. This is in real time, so you will be able to see every student registered at the moment.

Learning & Teaching (CELT)

The [CELT web site](#) features an online faculty orientation, information about consultation services, and many teaching resources.

[Workshops & Conferences](#)

[Instructional Technology Support](#)

[Guide to Copyright](#)

Take advantage of the Center for Learning and Technology resources.