

# How to Locate your Permission Numbers

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### Employee Self Service

Get instant access to your Personal Information, Training and Development, Payroll and Compensation, and Benefits.

[My Personal Information](#) Review a summary of your personal information.

**Go to your Faculty Center**

[My Faculty Center](#) Use the Faculty center to manage all your class, student and advisee related activities.

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### My Schedule

2016 Spring | Peralta Community College Dist [change term](#) [term workload](#) [pay detail](#) [Grade Instructions](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2016 Spring > Peralta Community College Dist

Class	Room	Class Dates
<a href="#">SPAN 22A-B1 (23971)</a>	B-ONLINE	May 24, 2016- Jun 22, 2016
<a href="#">SPAN 22B-B1 (23972)</a>	B-ONLINE	Jan 25, 2016- May 27, 2016
<a href="#">SPAN 39-B1 (23970)</a>	B-ONLINE	Jan 25, 2016- May 27, 2016
<a href="#">ZZDCP 19-B1L (25134)</a> (Laboratory)	TBA	Jan 25, 2016- May 27, 2016
<a href="#">ZZOIS 14-B1L (24917)</a> (Laboratory)	TBA	Jan 25, 2016- May 27, 2016
<a href="#">ZZOIS 14-B2L (24918)</a> (Laboratory)	TBA	Jan 25, 2016- May 27, 2016

[View Weekly Teaching Schedule](#) [Go to top](#)

\*Enrollment Status Enrolled

Enrollment Capacity 40    Enrolled 3

Select display option:  Link to Photos     Include photos in list

[View Permission Numbers](#)

Enrolled Students				
	Notify	Photo	ID	Name
1	<input type="checkbox"/>		10898763	<a href="#">Calder</a>
2	<input type="checkbox"/>		10002262	<a href="#">Mcgee</a>
3	<input type="checkbox"/>		10890313	<a href="#">Moore</a>

Find | |    First 1-3 of 3 Last

Level

Freshman

Sophomore

Freshman

SOC Sociology-TR

Immediately above your roster you will see a link to your permission numbers.

This is a view of the Permission Numbers screen:

## Permission Numbers

Class Nbr: 44590

Term: 1164

Permission #	Assigned ID	Used	Use Date	Expire Date
716100		N		09/04/2016
149205		N		09/04/2016
386055		N		09/04/2016
397156		N		09/04/2016
871680		N		09/04/2016

You can print this out and make a note of the student's name in the 'Assigned ID' area for your future reference.

Students should be advised to use these numbers as soon as possible; **they will expire on the last day to add a regular session class.** If you need additional numbers, contact Silvia Cortez ([scortez@peralta.edu](mailto:scortez@peralta.edu))