

## To Print a Class Roster:

1. Navigate to the e-Print page: <http://eprint01.buffalostate.edu> .

**Note:** you can find the link to the e-Print page on <http://www.buffalostate.edu/banner/faculty.xml>

The screenshot shows a Microsoft Internet Explorer browser window displaying the Banner @ Buffalo State website. The address bar shows <http://www.buffalostate.edu/banner/faculty.xml>. The page content includes a navigation menu on the left with links like 'Banner Home', 'Faculty and Staff', 'Banner Help for Students', 'SABRE', and 'Buffalo State College'. The main content area is titled 'Faculty and Staff' and contains the following text and links:

- Look up your Banner ID (BID) and PIN [here](#).
- Buttons for 'Login to Self-Service Banner (SSB)' and 'Login to Internet Native Banner (INB)'. Below these are logos for 'Banner' and 'INB'.
- 'Banner Instructions and Information' section with links: 'Contact Banner Help for Faculty and Staff' and 'Differences between Banner and SABRE (PDF)'. Below this is a 'Faculty and Advisors' section with links: 'Faculty and Staff FAQs', 'Faculty Brochure (PDF),(Word)'. Below that is a 'Department Chairs and Secretaries' section with links: 'List of INB Forms (PDF)', 'SOAHOLD Manual', 'INB Manual for Chairs and Secretaries (PDF)', and 'ePrint Reports' (circled in red).

A callout box with a blue border and white background points to the 'ePrint Reports' link, containing the text: 'Click on the link to login to e-Print'.


2. On the login screen, enter your INB username and password and hit Enter.

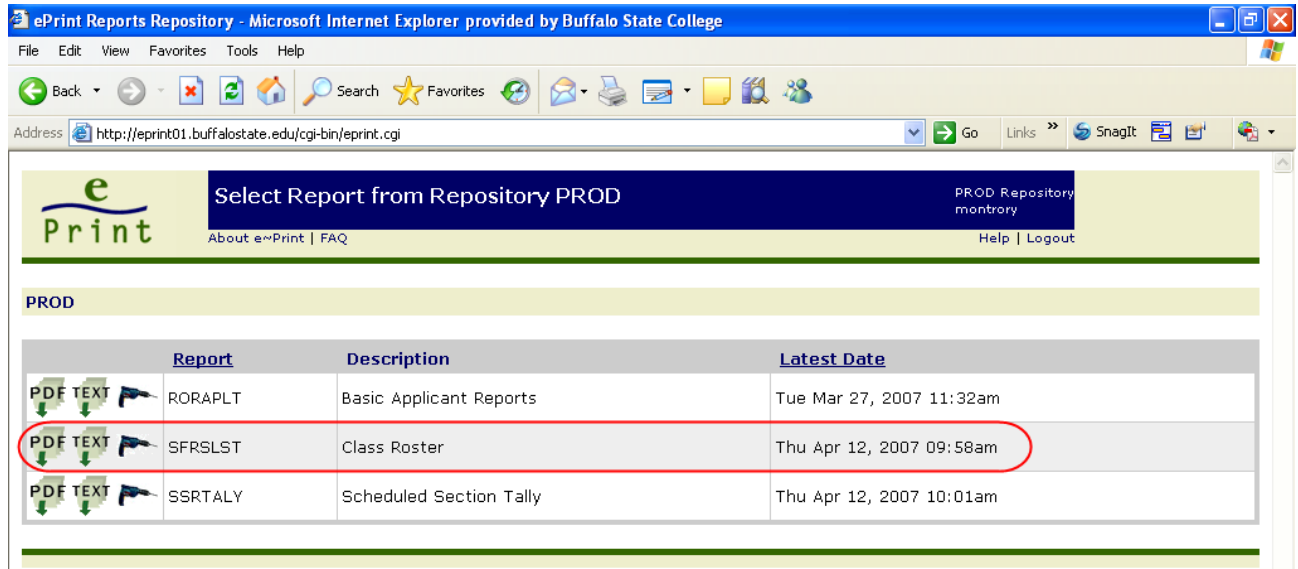
The screenshot shows a Microsoft Internet Explorer browser window displaying the ePrint Reports Login page. The address bar shows <http://eprint01.buffalostate.edu/cgi-bin/eprint.cgi>. The page has a header with the 'ePrint' logo and 'Login' text, along with links for 'About e~Print | FAQ' and 'Help | Logout'. The main content area contains a login form with the following fields:

- 'User ID:' with the placeholder text 'your\_username' (circled in red).
- 'Password:' with a masked field of dots.
- 'Repository:' with a dropdown menu showing 'PROD'.
- An 'Enter' button.

A callout box with a blue border and white background points to the User ID and Password fields, containing the text: 'Enter your INB username and password'.

At the bottom of the page, it says 'powered by SUNGARD HIGHER EDUCATION'.

- On the next page, find SFRSLST. If you want to view/print the latest version of the report, click on the PDF or TEXT icon. If you need to view/print an older version of the report, click on the Drill icon  and select a report from the list.






**ePrint Reports Repository - Microsoft Internet Explorer provided by Buffalo State College**

Address: <http://eprint01.buffalostate.edu/cgi-bin/eprint.cgi>

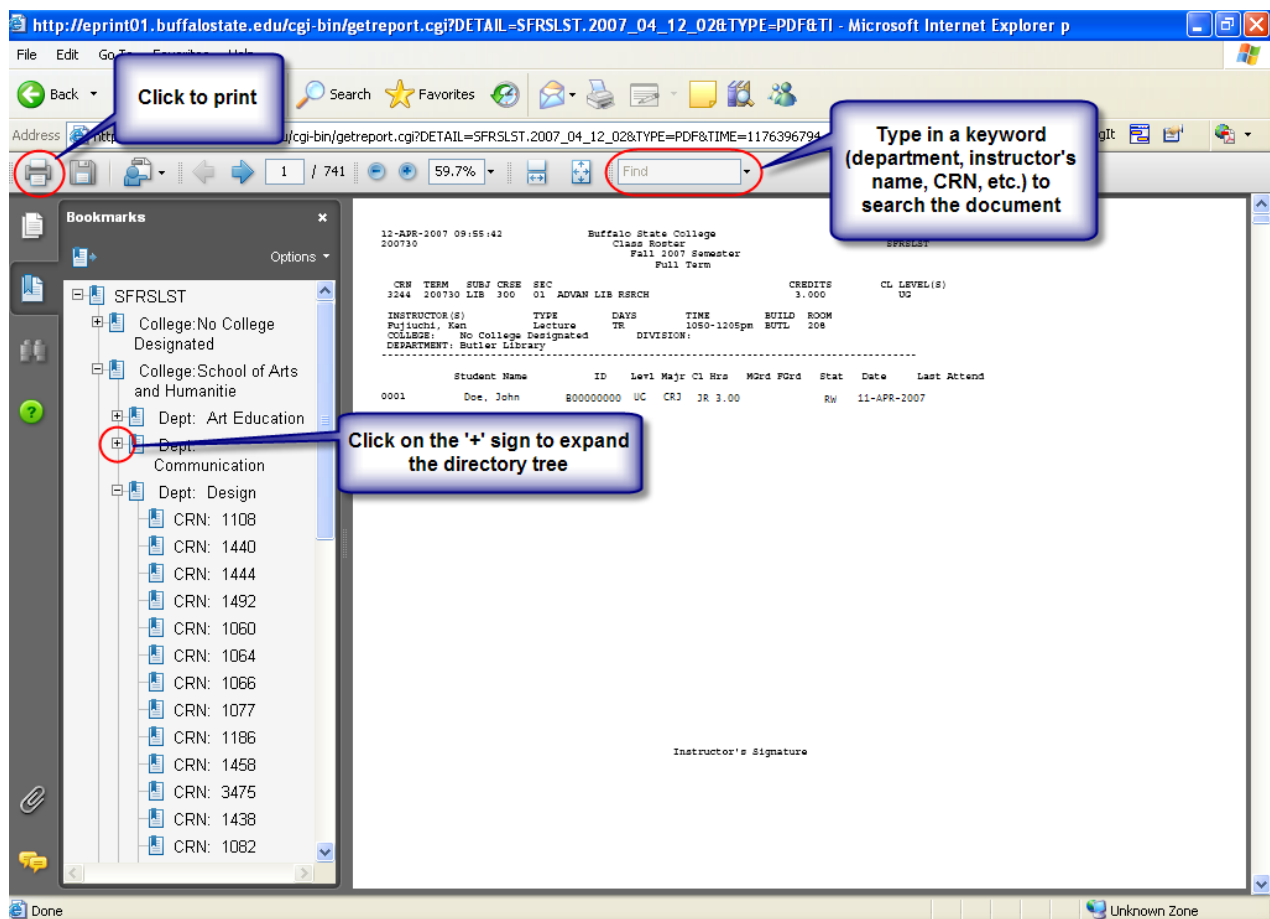
Select Report from Repository PROD

PROD Repository montroy  
Help | Logout

PRODUCTION

Report	Description	Latest Date
PDF TEXT  RORAPLT	Basic Applicant Reports	Tue Mar 27, 2007 11:32am
PDF TEXT  SFRSLST	Class Roster	Thu Apr 12, 2007 09:58am
PDF TEXT  SSRTALY	Scheduled Section Tally	Thu Apr 12, 2007 10:01am

- In the PDF version, you can use the Bookmark panel on the left to search the roster list by department or CRN. Also, you can use the Find field to search the report by keyword. Click on the Print button to print your roster.



Address: [http://eprint01.buffalostate.edu/cgi-bin/getreport.cgi?DETAIL=SFRSLST.2007\\_04\\_12\\_02&TYPE=PDF&TI=1176396794](http://eprint01.buffalostate.edu/cgi-bin/getreport.cgi?DETAIL=SFRSLST.2007_04_12_02&TYPE=PDF&TI=1176396794)

**Click to print**

**Type in a keyword (department, instructor's name, CRN, etc.) to search the document**

**Click on the '+' sign to expand the directory tree**

12-APR-2007 09:55:42 Buffalo State College  
200730 Class Roster  
Fall 2007 Semester  
Full Term

CRN	TERM	SUBJ	CRSE	SEC	ADVAN	LIB	RSRCH	CREDITS	CL LEVEL(S)
3244	200730	LIB	300	01	ADVAN	LIB	RSRCH	3.000	UC

INSTRUCTOR(S)  
Fujiuchi, Ken  
TYPE Lecture  
DAYS TR  
TIME 1050-1205pm  
BUILD ROOM BUTL 208

COLLEGE: No College Designated  
DEPARTMENT: Butler Library DIVISION:

Student Name	ID	Levl	Majr	Cl Hrs	W2rd	F0rd	Stat	Date	Last Attend
0001 Doe, John	800000000	UC	CRJ	JR	3.00		RW	11-APR-2007	

Instructor's Signature

Done Unknown Zone