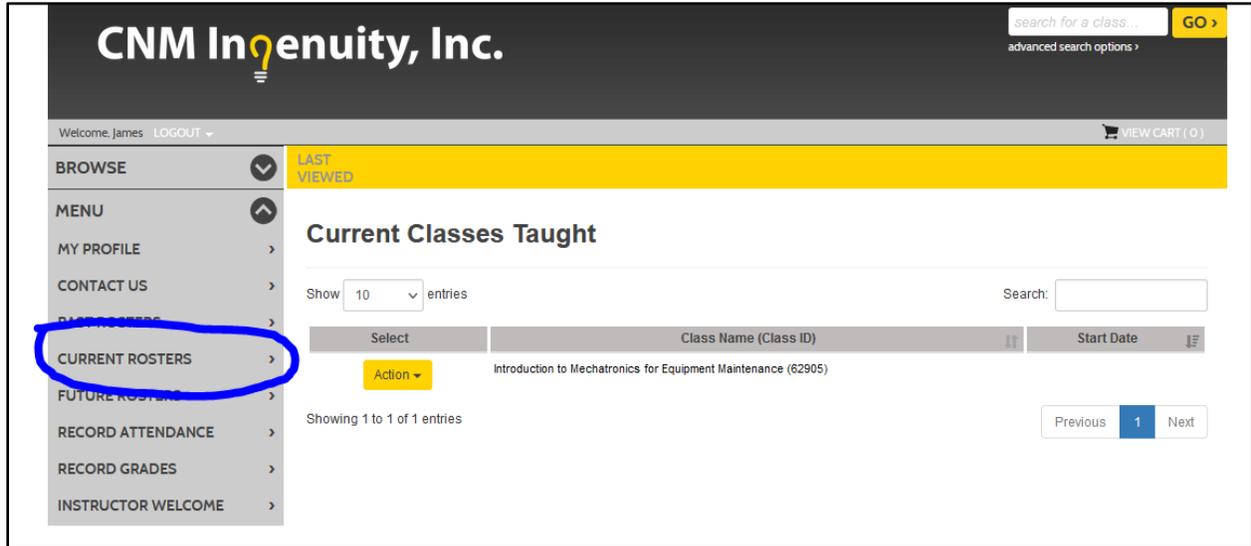


Accessing Learner Contact Info & Printing Sign-In Sheets

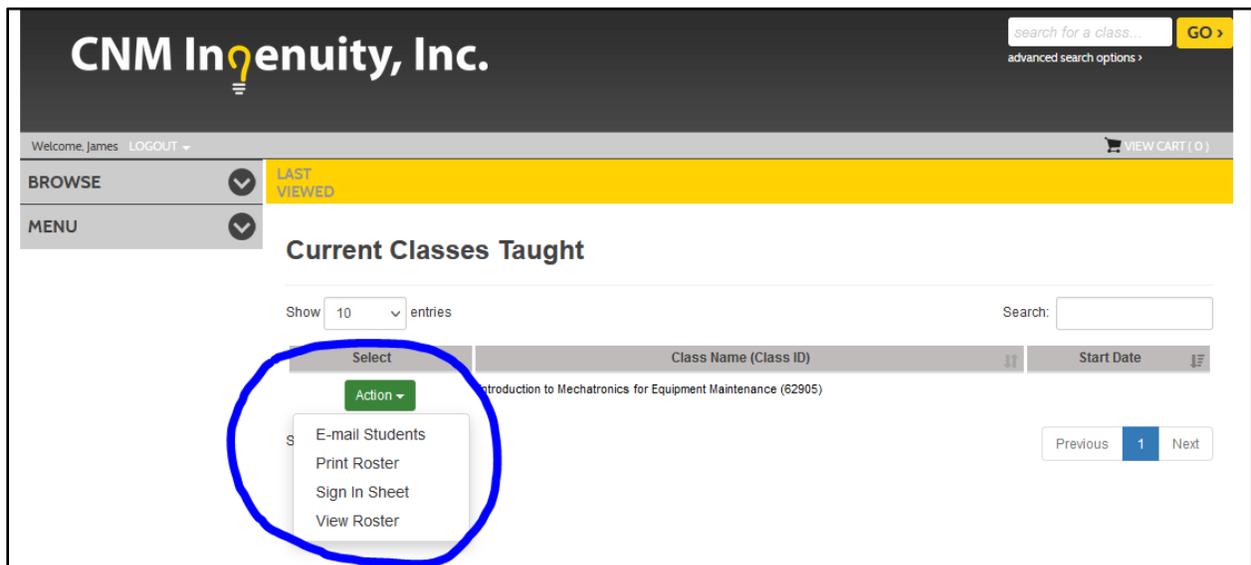
Log into [Lumens](#) using your username and password. If you're unsure if you have an account, check with your program manager to see if they created one for you.

Click **MENU > CURRENT ROSTERS**



The screenshot shows the CNM In?enuity, Inc. website interface. The top navigation bar includes the logo, a search bar, and a 'GO' button. Below the navigation bar, there is a 'Welcome, James LOGOUT' message and a 'VIEW CART (0)' button. The main content area is titled 'Current Classes Taught' and features a table with columns for 'Select', 'Class Name (Class ID)', and 'Start Date'. A single class entry is visible: 'Introduction to Mechatronics for Equipment Maintenance (62905)'. A yellow 'Action' button is located next to the class name. The left sidebar menu is visible, with 'CURRENT ROSTERS' highlighted by a blue circle.

Click the yellow **Action** button for the class you want to access.



The screenshot shows the same CNM In?enuity, Inc. website interface as the previous one. The 'Action' button is now circled in blue, and its dropdown menu is open, displaying the following options: 'E-mail Students', 'Print Roster', 'Sign In Sheet', and 'View Roster'. The rest of the page content remains the same.

Choose the appropriate option.

- **E-mail Students** will allow you to send a mass email to the entire class. We do not recommend using this option because emails sent directly from Lumens often go to the recipient's junk folder.

- ***Print Roster*** will generate a list of every learner in the class along with their phone number and email address.
- ***Sign In Sheet*** will generate a sign-in sheet that you can print and use to track attendance.
- ***View Roster***, like ***Print Roster***, generates a list of learners and their contact info, but in a different format.