**1: Log into JICS & select the Faculty tab at the top. Select"Faculty Course Control".**



**2: Make sure you are using the correct year and semester for the "Term" selection box. If not, change the "Term" and hit the "Search" button.**

**3: The courses you are teaching in the "Term" selected will be displayed. Under the "Go Directly To" column, select "Course Details" for the course you wish to view detail.**



**4: Detail information about the selected course will appear on the screen.**