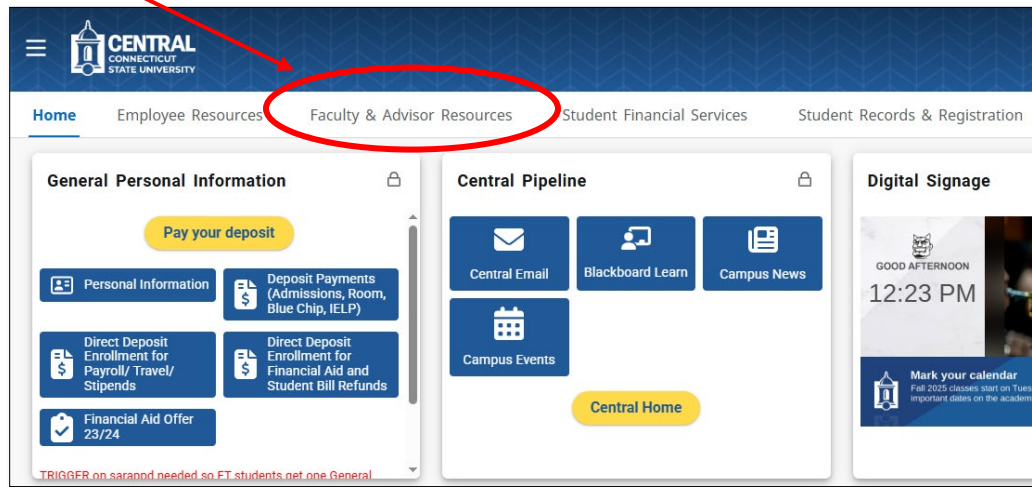


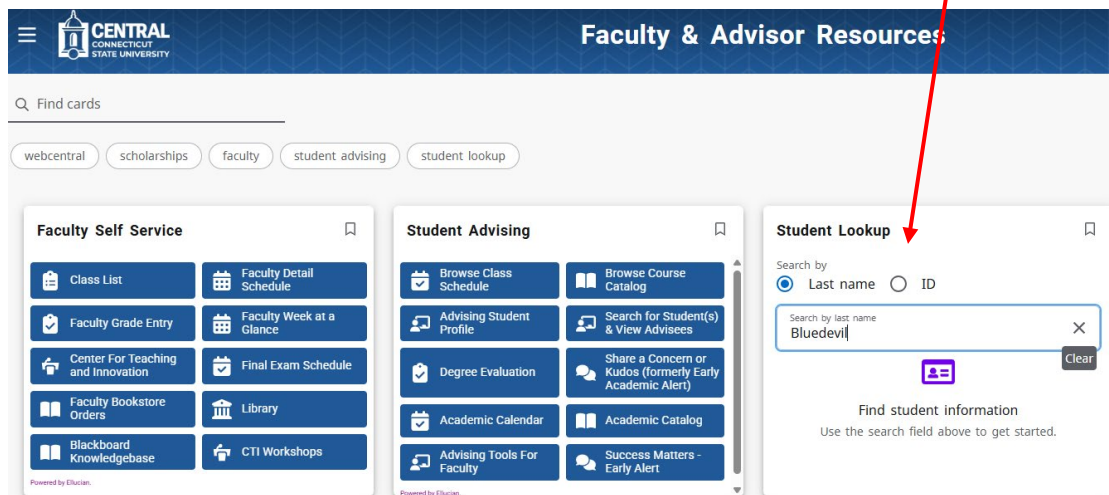
Central Connecticut State University – Faculty: Emailing Students. Individual, or by Class Roster, or by your Advisees

1. Go to the CCSU website **www.ccsu.edu** and click on **“CentralPipeline”** in the upper right.
2. **Log in** with your CCSU email address and BlueNet password, then approve the multi-factor authentication request using your 2nd device (mobile device or phone).
3. Click on **“Faculty & Advisor Resources”** on top menu line.



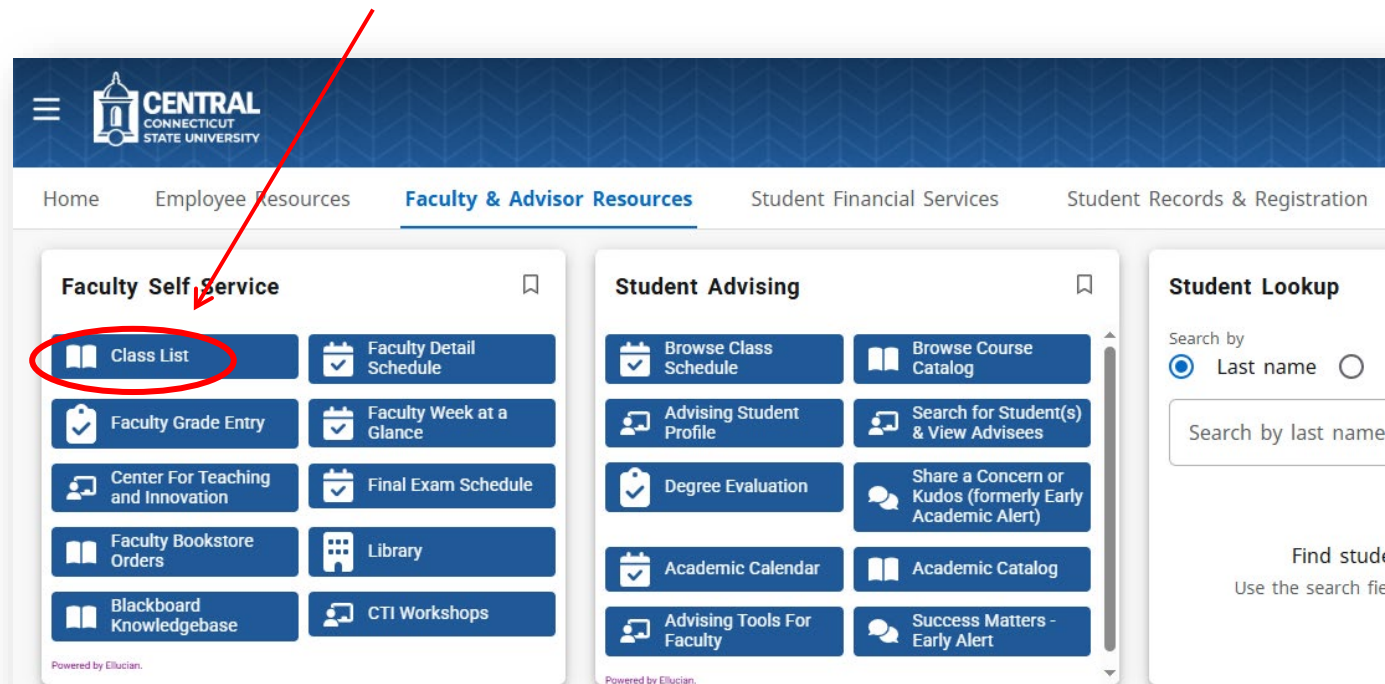
1. Individual Student Lookup

- 1a. For a quick individual student search to find their email address, in the card **“Student Lookup”**, search by either **Last Name or ID** and hit **Enter**. Note: To view more information on a student, click on **“Search for Student(s) & View Advisees”**.

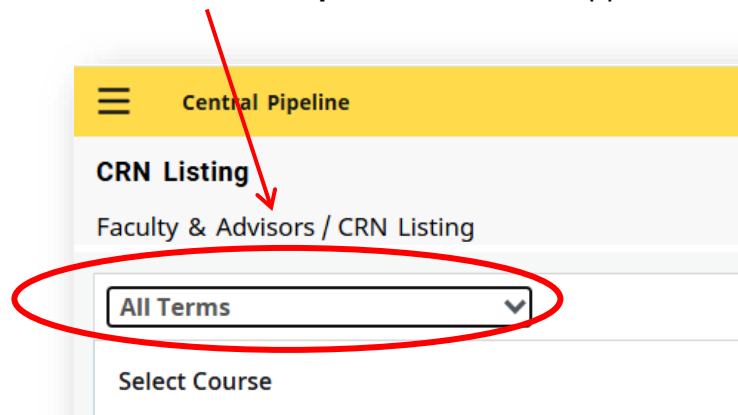


2. Search by Class List/Roster or Email Everyone in your Class

2a. In the card “Faculty Self Service”, click on “Class List”.



2b. Click on the arrow in the “All Terms” drop-down list in the upper left to select the appropriate Term.



2c. In your list of classes, click on the **Enrollment Count Number** for your select class:

CRN Listing
Faculty & Advisors / CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status
HIST 122, 01	World Civilization II	15930	38	Active
EE 363, 01	Renewable Energy	15935	11	Active
EE 401, 01	Random Signals and Systems	15936	12	Active

2d. Then click on **All** or **Individual Names'** boxes for whom you'd like to email. Then click the **Email icon**.

Note: Click on the **top box** at the top of the list to easily put a check mark next to **all students** in the list.

World Civilization II - HIST 122 01
CRN: 15930
Duration: 08/26/2025 - 12/14/2025
Status: Active

	Maximum	Actual	Remaining
Enrollment	40	38	2
Wait List	5	0	5
Cross List	0	0	0

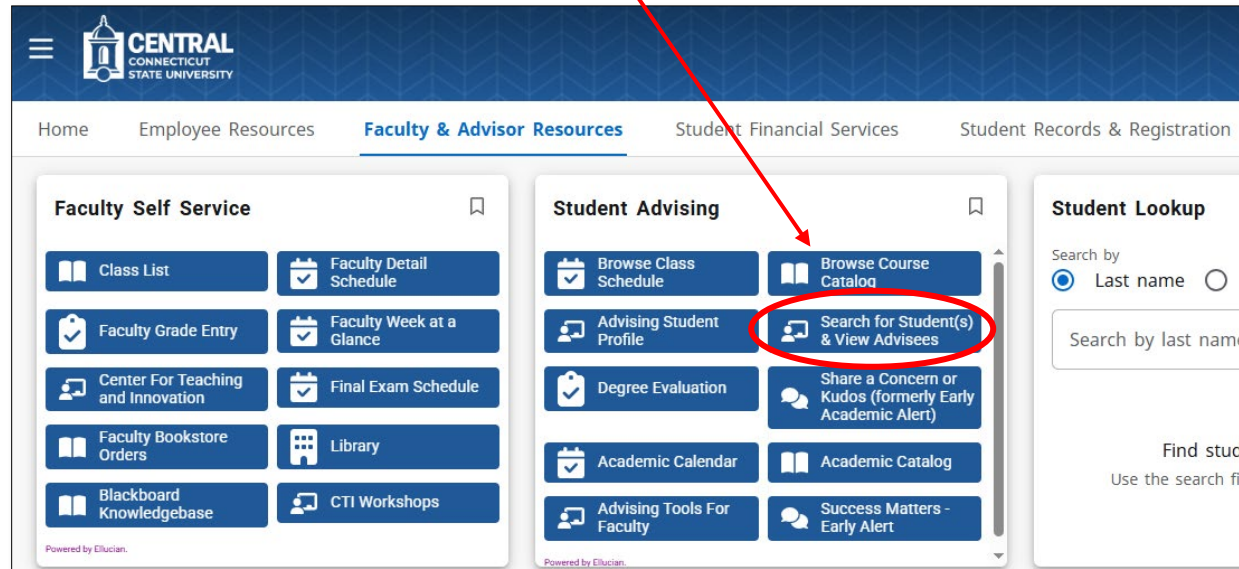
Class List Wait List

Summary Class List

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final
<input checked="" type="checkbox"/>	Aa	30470022	**Registered**	Undergraduate	3	No Access	No Access
<input type="checkbox"/>	Ab	30384004	**Web Registered**	Undergraduate	3	No Access	No Access
<input checked="" type="checkbox"/>	Ad	30469234	**Web Registered**	Undergraduate	3	No Access	No Access
<input checked="" type="checkbox"/>	Ale	30467527	**Web Registered**	Undergraduate	3	No Access	No Access
<input type="checkbox"/>	An	30468913	**Registered**	Undergraduate	3	No Access	No Access

3. Search among your Advisees or Email All your advisees at once

3a. In the card “Student Advising”, click on “Search for Student(s) & View Advisees”.



3b. Search by Student ID or Student Email or Student Name; or click on “View My Advisee Listing”.

The screenshot shows the Advisee Search form. The 'View My Advisee Listing' button is highlighted with a red circle. A red arrow points from the text in step 3b to this button.

Advisee Search
Advising / Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2025

View advisee listing, or search by

☒ Student ID
☐ Student Email
☐ Student Name

Student ID
[Text Input Field]



View Profile View My Advisee Listing

3c. Use the **Filter** to filter your list to only currently **“Active”** advisees.

Advising / [Advisee Search](#) / Advisee Listing

Fall 2025

Email All Filter

	Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary Advisor	Advisor Type	Campus
	Blue Devil 3. Kaiser 30473503 View Profile	Non-Matriculated Undergr...	Non-Matriculated	Good Standing	Active	Non-Matriculated		✓	Dual Advising - Advi...	Main Campus
	Si... 30... View Profile	Undeclared Business	Undeclared Business	Good Standing	Withdrawn	Transfer		✓	Major	Main Campus

3d. Click on **Filter**, then change **“Name”** to **“Student Status”** and select the parameter **“Active”** and click **“Go”**.

Advising / [Advisee Search](#) / Advisee Listing

Fall 2025

Email All Filter

Filter Records

Student Status Equals Active

Add Another Column



Cancel Clear All Go

3e. Once you’ve filtered the list to Active students, click **“Email All”**.

Advising / [Advisee Search](#) / Advisee Listing

Fall 2025

Email All Filter

	Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary Advisor	Advisor Type	Campus
	Blue Devil 3. Kaiser 30473503 View Profile	Non-Matriculated Undergr...	Non-Matriculated	Good Standing	Active	Non-Matriculated		✓	Dual Advising - Advi...	Main Campus
	Si... 30... View Profile	Undeclared Business	Undeclared Business	Good Standing	Withdrawn	Transfer		✓	Major	Main Campus