Requesting HuskyCT Courses

This article is for faculty and staff seeking information regarding how to request a HuskyCT course. You can request a HuskyCT shell for any of your class sections listed in the Student Administration System.

To request a HuskyCT course,

1. Log in to the Student Administration System.
2. Navigate to the Request HuskyCT Courses.
3. Click on Self Service.
4. Click on Faculty Center.
5. From the Faculty Center, select the HuskyCT sections tab.
6. To request HuskyCT sections, first select the appropriate term (semester).

NOTE: You must be listed as the class instructor to request a HuskyCT site. If you do not see a term listed, then you have not yet been listed in PeopleSoft as the instructor of record for a class in that term. You need to reach out to your department.

7. Mark the checkbox next to each section you want created in HuskyCT.
8. Click the Submit button to process your request. A small message window will appear, indicating that your request was received.
   a. Click OK in this window to confirm your request submission. Your submitted request will be available in HuskyCT by 9:00 am the following business day.

   If you wish to have a previous HuskyCT section restored in one or more of your new sections, you will need to complete the Restore HuskyCT Sections form. You can also refer to the Restoring HuskyCT Content from Prior Semester for further information.

Related Articles

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