

# How to Request a HuskyCT Site for a Class

## Step 1: Log into PeopleSoft

<https://student.studentadmin.uconn.edu>

## Step 2: Navigate to "Faculty Center" via "Self Service"



## Step 3: Click on "huskyct sections" tab



## Step 4: Select the term

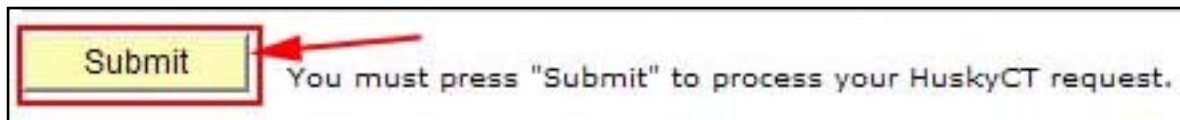


## Step 5: Select the class sections that should have HuskyCT sites

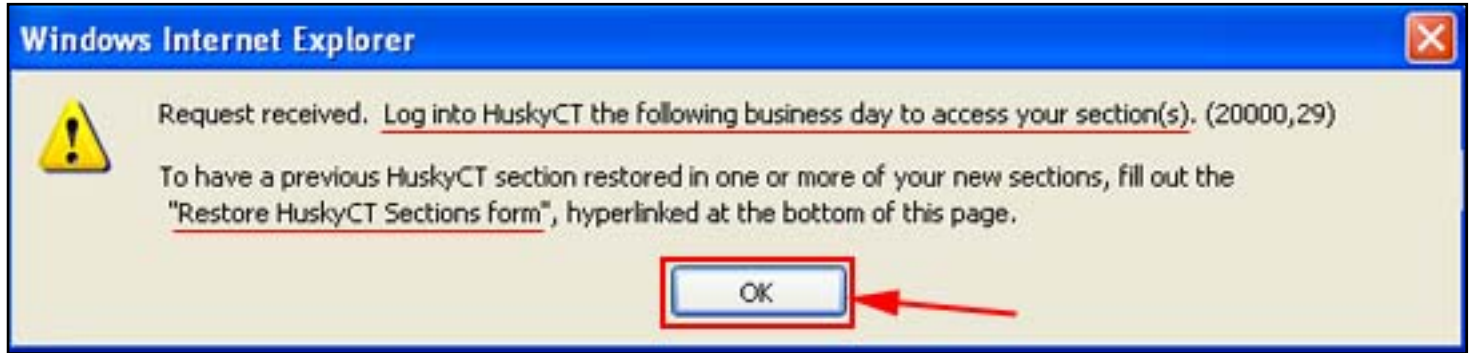
Include?	Subject	Catalog Nbr	Class Section	Course Component	Class Nbr
<input checked="" type="checkbox"/>	ANSC	1001	001	LEC	1506
<input checked="" type="checkbox"/>	ANSC	1001	001D	DIS	1505

NOTE: If you plan to combine multiple HuskyCT sections, be sure to check the boxes for all the sections that will be used for the combine.

## Step 6: Click Submit button

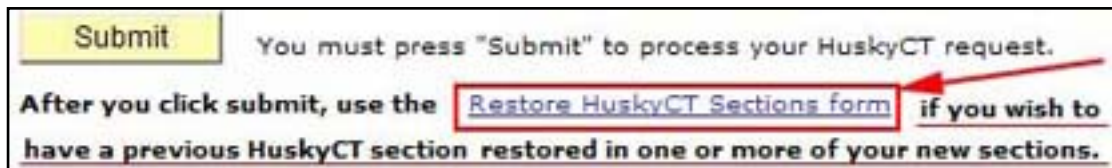


## Step 7: Click OK



**NOTE:** You will not receive an email confirming the creation of your site(s). Just login to HuskyCT next business day to access site(s).

## Step 8: Optional - To restore a HuskyCT site from a previous semester into a new HuskyCT section



**NOTE:** New sites must be requested before the restore form is submitted.

## Step 9: Optional - To have multiple HuskyCT sites combined

After requesting new HuskyCT sites, email [huskyct@uconn.edu](mailto:huskyct@uconn.edu) if you wish to have any sites combined.

Please indicate which sections you wish to have combined and whether you need to have any content from a prior semester restored in the combined section. If your old content is coming from a combined site, please indicate that as well.

**NOTE:** Section Combine Requests must be submitted even for officially cross-listed courses (e.g., ENGL1111 & HRTS1111)

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HuskyCT help: Instructional Resource Center - Website: [www.irc.uconn.edu](http://www.irc.uconn.edu), Email: [irchelp@uconn.edu](mailto:irchelp@uconn.edu), Phone: 486-5052

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