

Add Formal Staff Roles to a Class

This article refers to the adding of **your own** staff roles in the class catalogue within Pegasus

Note: Role changes in the application Pegasus may take a while to be visible as changes within MyPlace due to the replication process between the two systems.

Step-by-step guide

1. Access Pegasus via the following link: [Pegasus](#)


2. Click on the **Student Experience** Tab

3. Click on the **Role and Responsibility Maintenance** or **Manage My Responsibilities** Link

4. Use the interface to select roles and classes as appropriate

Note: Your appointment role and department will prevent you from adding roles to classes which are not part of your department or inappropriate to your role. If this is an issue and you require to add outwith your department - please contact Student Business by using the email below:

studentlifecycle-systemsdata@strath.ac.uk

 The changes will become live in Myplace the following morning. If you can't wait that long you can bring them through faster by shutting down **all** browsers and logging in to Myplace again.

Related articles

- [Add Informal Roles to a Class](#)
- [Adding a Resource](#)
- [Adding a Reading List link](#)
- [Class Rollover Action](#)
- [Staff Support Homepage](#)

