FACULTY INSTRUCTIONS FOR ATTENDANCE RE-VERIFICATION

The following instructions are used when an instructor wishes to correct a mistake in the instructor’s Attendance Roster submission.

1. Go to SFASU.EDU and navigate to your mySFA account one of the following ways:
   a. Click on the mySFA icon to go directly to the mySFA login (Red Arrow)
   b. Click on the drop down menu in the top right corner and choose “Faculty & Staff”, then click mySFA on the left-hand side of the page (Blue Arrow)

2. Access your Faculty Services tab by logging in to MySFA ⇒ My Services ⇒ Self-Service Banner.

3. Click the “Attendance Re-Verification” hyperlink near the bottom of the form.
4. Select the current term and click Submit.

5. Select a course and click Submit.

6. Review the instructions listed. Click the box beside each student who you are re-verifying as attending the course. Click Submit.

7. The screen below will appear. You are finished re-verifying enrollment for one or more of your students.