1. Go to [http://www.sfasu.edu/](http://www.sfasu.edu/) and navigate your way 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. Login to your mySFA account.

3. Select the Resources Tab.

4. Click the Self-Service Banner link.

5. Select the Faculty Services Tab.
6. Click the “Official Attendance Roster” hyperlink near the bottom of the page.

7. Select the current term and click Submit.

8. Select a course and click Submit.
9. Review the Official Attendance Roster instructions and course information. Click the box beside each student who has never attended or participated (i.e. you have never seen or heard from the student.)

10. If all students have attended or participated, click the box beside the “All Have Attended” statement above the submit button at the bottom of the page. After you have made the appropriate selections, click Submit.
11. Review the confirmation page to ensure the “Never Attended” or “All Have Attended” information is correct. If it is correct, click Submit. If you need to make changes, click No to return to the previous page.

12. Confirmation of your submission will be available. You may click “Choose a different section” hyperlink to choose another course for submitting the ORD census attendance information.

Remember: Self Service Banner will log you out after 30 minutes of inactivity and you will have to begin the process for the course again if you have not submitted the selected information.
**Important Official Attendance Roster Information:**

Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, or participation in a group or online discussion. Instructors may use key assignment points of such projects, papers, discussions, etc. as benchmarks for participation.

The Office of the Provost has indicated that all students who have never attended nor participated must be marked according to the following guidelines:

- If the student attended class OR has routinely logged in and participated (web-based courses), no action relative to that specific student is necessary.
- If the student has not been attending class OR has not logged in and participated (web-based course), click the “Never Attended” box next to the student’s name.

Remember, by clicking the “Never Attended” box, you are indicating that you have not had any contact with this student during this class. A check in the “Never Attended” box does not mean the student is present.

If a student has been attending and their name does NOT appear on your official roster, please instruct the student to go to the Registrar’s Office to reconcile their registration.

Instructors of record must make Official Attendance Roster submissions for each class they are teaching. The roster submission deadline is 5:00 p.m. on the 18th class day for first-half and full semester courses, and the 12th class day for second-half semester courses. The Registrar’s Office emails notification of the deadline date.

*By submitting the online Official Attendance Roster information, you are confirming official documents. Please make sure the information you are providing is correct.*

Updated: 11/7/17