# 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 http://www.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)
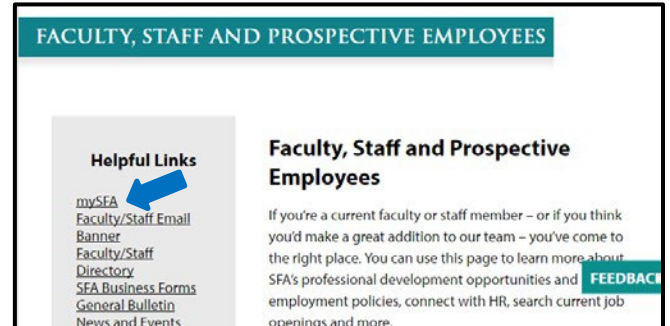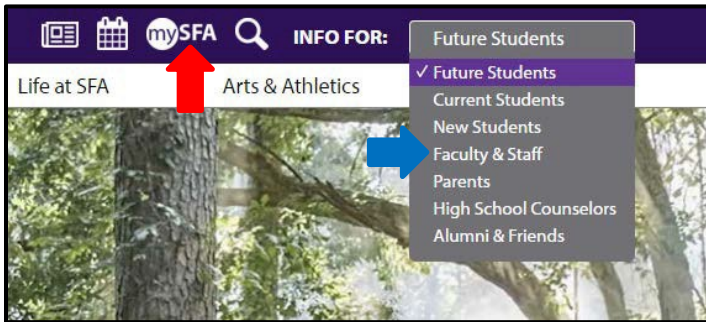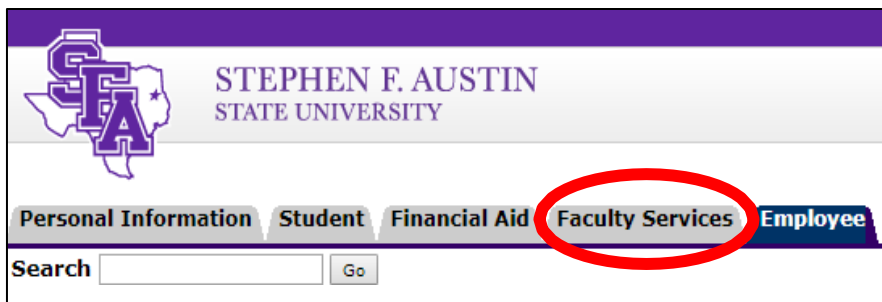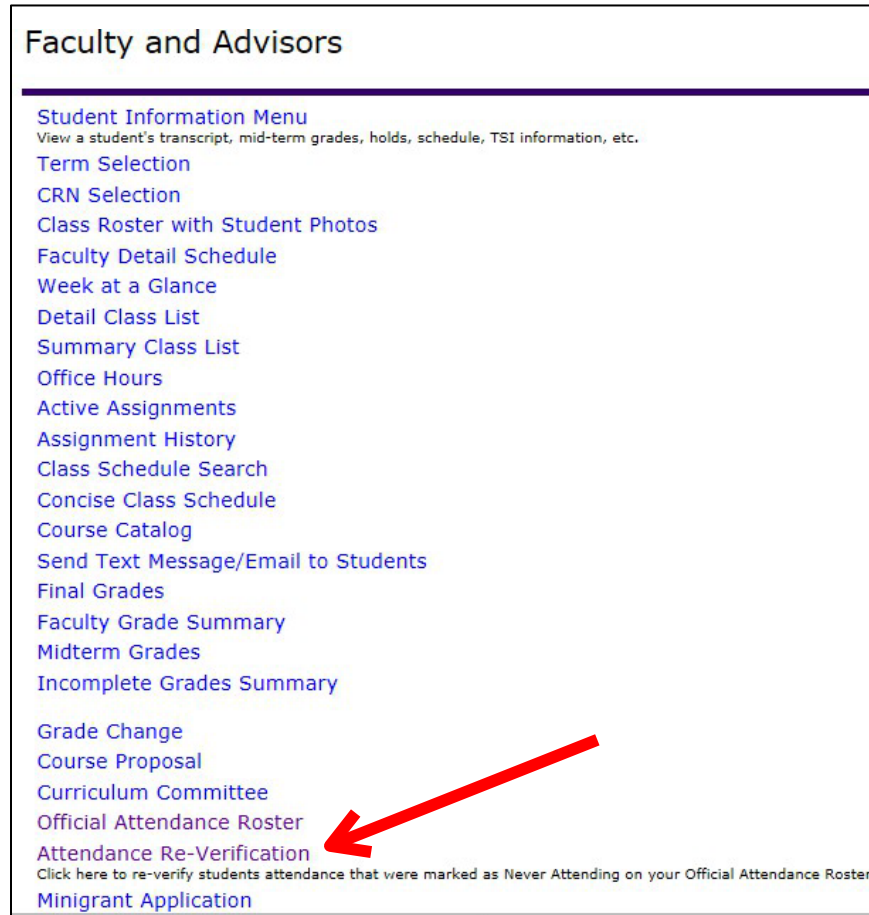


2. Select in the Quick Navigation box-Faculty.
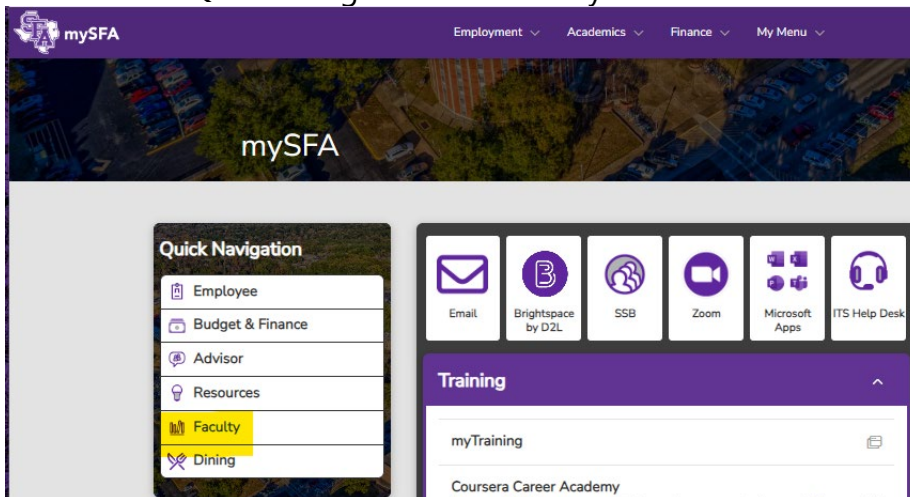


3. Click the SSB (Self-Service Banner) gray box.

Updated: 9/14/2016
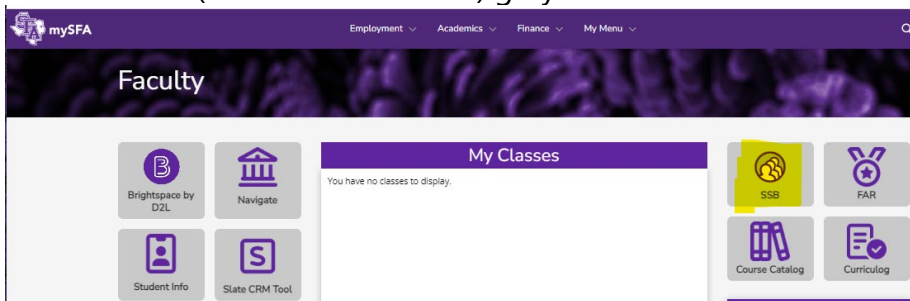
4. Select the Faculty Services tab at the top



5. Click the "Attendance Re-Verification" hyperlink near the bottom of the form.



**Faculty and Advisors**

Student Information Menu
View a student's transcript, mid-term grades, holds, schedule, TSI information, etc.
Term Selection
CRN Selection
Class Roster with Student Photos
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Office Hours
Active Assignments
Assignment History
Class Schedule Search
Concise Class Schedule
Course Catalog
Send Text Message/Email to Students
Final Grades
Faculty Grade Summary
Midterm Grades
Incomplete Grades Summary

Grade Change
Course Proposal
Curriculum Committee
Official Attendance Roster
Attendance Re-Verification
Click here to re-verify students attendance that were marked as Never Attending on your Official Attendance Roster.
Minigrant Application

Updated: 9/14/2016

6. Select the current term and click Submit.

**Select Term**

**Select a Term:** Fall 2016 ▼

Submit

7. Select a course and click Submit.

**Select a CRN**

**CRN:** SFA 101 033: Freshman Seminar, 11103 (23) ▼

Submit

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

💬 Choose a different term

Choose a different section

Course: 11103 Term: 201510

Please select the box next to the student(s) you would like to re-verifiy as now attending for the course above. After selecting the appropriate student(s), click the submit button at the bottom of the page. Only the student(s) that you previous marked as not attending on your Official Attendance Roster will be listed below. Please note: Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, or participation in group or online discussion. Once submitted, these student(s) will be re-enrolled by the Registrar's Office, no further action will be needed from you or the student.

| Attending | ID | Name | Level | Class | Major |
|---|---|---|---|---|---|
| ☐ | | . Shaelyn | Undergraduate | FR | Nursing |
| ☐ | | , Taylor | Undergraduate | FR | Information Technolog |

SUBMISSION OF THIS ATTENDANCE INFORMATION CONSTITUTES YOUR SIGNATURE ON OFFICIAL ATTENDANCE DOCUMENTS A WHOSE NAME(S) HAS/HAVE BEEN SELECTED ABOVE HAS/HAVE BEEN ATTENDED AND/OR PARTICIPATED IN SUCH COURSE.

Submit

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

| Personal Information | Student | **Faculty Services** | Employee | Finance |

**Search** [          ] Go

SITE MAP   HELP   EXIT

💬 Choose a different term

Choose a different section

Thank you for submitting this attendance re-verification form. Students will be re-enrolled by the Registrar's Office, no further action will be needed from you or the student.

**RELEASE: 8.6 (SFA)**