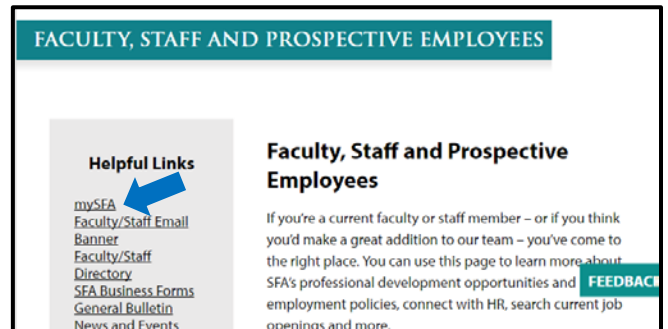
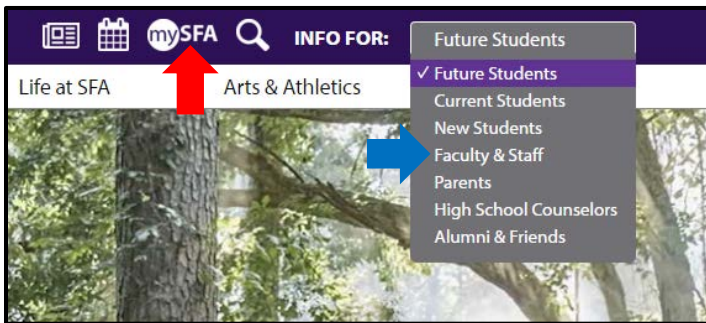


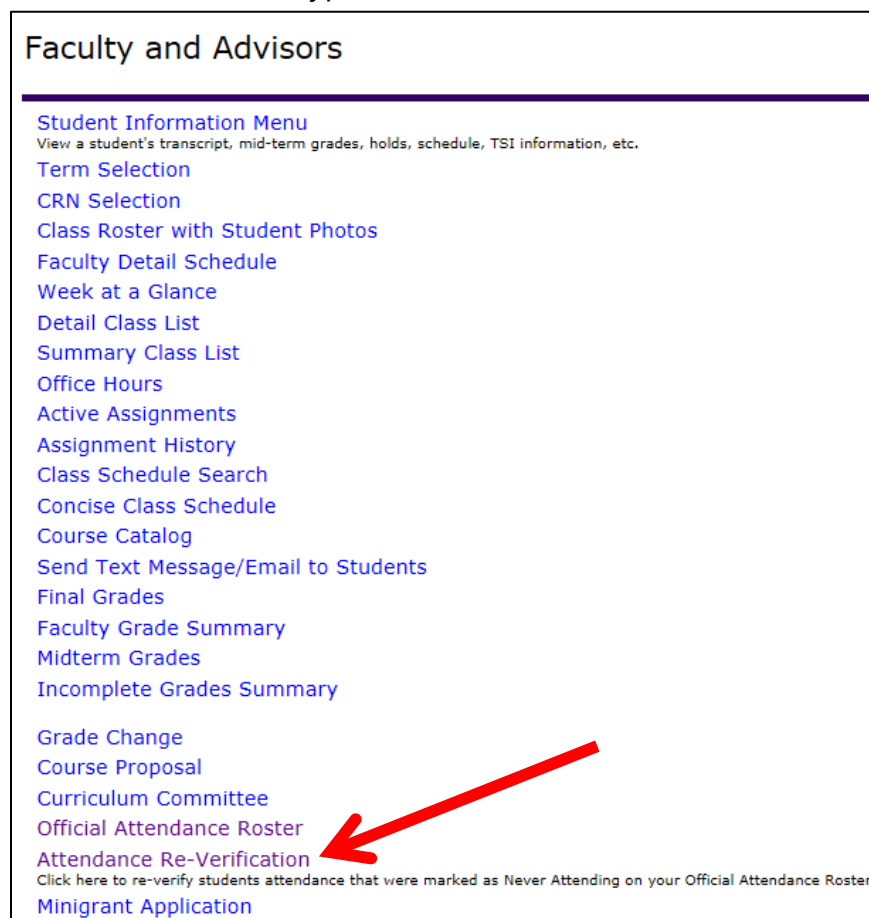
FACULTY INSTRUCTIONS FOR ATTENDANCE RE-VERIFICATION

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.

Select Term

Select a Term:

5. Select a course and click Submit.

Select a CRN

CRN:

6. 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-verify 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
<input type="checkbox"/>		, Shaelyn	Undergraduate	FR	Nursing
<input type="checkbox"/>		, Taylor	Undergraduate	FR	Information Technolog

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

7. 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 [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)