# FACULTY SELF SERVICE

## Verification Attendance Roster

Step 1 – To begin, click **HR / Campus Solutions**.



Step 2 – Click on **Self Service**

## Step 3 – Click on **Faculty Center**



## Step 4 – Click on **Verification Attendance Roster**

Step 5 – Click on **Change Term**.



Step 6 – Select **Term** and click on **Continue Button.**



Step 7 – Click on **Attendance Roster Icon.**

Step 8 – The default value for the attendance radio button is **Yes**, **attended**.  Select the **No, never attended**.



Step 9 - Once the attendance roster is completed, click the **Submit button**.
This message displays:  **\*\*This roster has been submitted to the Registrar.\*\***

*Note:  Clicking the SUBMIT button disables the roster for any future changes.*