



How Do I?

Enter Preliminary Non-Attendance

1. Sign In to PeopleSoft using your W# as User ID
2. Select Self Service > Preliminary Non-Attendance. On the search screen, click the magnifying glass, select current term and click Search.

Find an Existing Value

▼ Search Criteria

Term: begins with

Search Clear Basic Search Save Search Criteria

3. Select the appropriate class.
4. Your Class Roster will be displayed.

Subject SE Catalog 101 Class 21 Class Nbr 597
Area Nbr Section
Session Regular All-Attended Indicator

Students			
Attendance Data Update Data			
Emp ID	Name	Has not attended and has not notified me of plans to attend	
1		<input type="checkbox"/>	
2		<input type="checkbox"/>	
3		<input type="checkbox"/>	
4		<input type="checkbox"/>	
5		<input type="checkbox"/>	

5. If no students are being marked for non-attendance click the check box "All Attended Indicator" at the top of your class roster.

Subject SE Catalog 101 Class 21 Class Nbr 597
Area Nbr Section
Session Regular All-Attended Indicator

Students			
Attendance Data Update Data			
Emp ID	Name	Has not attended and has not notified me of plans to attend	
1		<input type="checkbox"/>	
2		<input type="checkbox"/>	

6. For any student that is being marked for non-attendance, you will need to click the check box in the column labeled "Has not attended and has not notified me of plans to attend" for that student.

Subject SE Catalog 101 Class 21 Class Nbr 597
Area Nbr Section
Session Regular All-Attended Indicator

Students			
Attendance Data Update Data			
Emp ID	Name	Has not attended and has not notified me of plans to attend	
1		<input checked="" type="checkbox"/>	
2		<input type="checkbox"/>	
3		<input checked="" type="checkbox"/>	
4		<input type="checkbox"/>	

7. Once you have completed the roster, scroll to the bottom of the screen and click the save button.
8. Click return to search to enter attendance for a different class.

Contact Records and Registration

(ext.5633) if you have any questions or are having problems with certifying your Preliminary Non-Attendance Roster(s).