Certify Official Class Roster
PeopleSoft version 9

1. Sign In to PeopleSoft Version 9 using your W# as User ID. Remember to use CAPS when entering your User ID.

2. Select Self Service > Class Attendance Update. On the search screen, click the magnifying glass, select current term and click Search.

3. Select the appropriate class.

4. Your Class Roster will be displayed.

5. If no students are being marked for non-attendance click the check box “All students have attended at least one day” at the top of your class roster.

6. For any student(s) that are being marked for non-attendance you will need to click the check box in the column labeled “Student has not attended any class sessions” for that student. Once the student has been marked for non-attendance you will then be given the option to have the student administratively withdrawn from the class by clicking on the check box in the column labeled “Withdraw Student”. Leaving this box unchecked means that you do not want the student administratively withdrawn from your class.

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.

9. Remember to Sign Out of LEONet when you have finished your session.

Things to Remember when entering class attendance:

- Please be aware of the deadline date located on the top right-hand side of your roster(s). Once this date has passed you will no longer have access to make changes to your Official Roster(s).
- After the deadline date you must email Records and Registration with any corrections that need to be made to your roster(s).
- Contact Records and Registration (ext. 5624 or 3698) if you have any questions about or problems with certifying your Official Class Roster(s).