Roster Certification – Attendance Tracking

Faculty members are expected to monitor attendance for class meetings for the first 10 class days of the semester and report this information in their class roster(s)

Login to Faculty eServices

1. Visit the UHD home page: www.uhd.edu

2. At the top right click the myUHD link.

3. Click the red Faculty & Staff eServices square.

4. Click the My Class Roster & e-Syllabi link.

5. Login with your User ID and Password (same as login for your computer).

6. Click Submit.
7. Select the current semester from the drop down box, and click Go.

8. Then click the Continue Button.

9. Your password may be required again for security purposes.
Reporting Attendance

1. Click the **class roster** button.

![Class Roster Image]

2. Click the **Roster Certification** button.

![Roster Certification Image]
3. To update attendance, select **Attended** OR **Did Not Attend**.

   Notice the Certification status changes after attendance is updated.

   **Note:** No selection indicates the instructor did not certify attendances for a student.

4. **Note:** If all your students attended class during the first 10 days of the semester; then you can click on **Certify All**.

5. A pop-up message will appear to confirm you want to certify all students. Click **Ok**.
6. A message will appear indicating students have been certified.

7. You will receive an email indicating that the process is complete. Please note you may continue to make and save changes until the close of the Roster Certification period.

**PLEASE DO NOT REPLY TO THIS EMAIL**

Your Class Roster Certification has been saved and ALL students have been certified. Term: 201910 CRN:11296

You may continue to make and save changes until the close of the Roster Certification period.

For additional support, visit uhd.edu/bbhelpform