


# Web Attendance Submission Information and Instructions

## LOGIN INSTRUCTIONS:

- Log on to CUNYfirst at <https://home.cunyfirst.cuny.edu> with your Username and Password you created.
- If you do not remember your Password, Please choose “Forgot Password”. You will be asked to enter your username, answer security challenge questions you created when you first claimed your account and enter a new password.
- Once logged on, Click on **HR/Campus Solutions** → **Self Service** → **Faculty Center** → **COA roster**.
  - Select the Certification of Attendance Roster (COA) icon  next to the class you are teaching.
  - **Note: If you are teaching at more than one CUNY institutions and do not see BMCC classes, you may click “Change Term” button and select appropriate term | Borough of Manhattan CC in order to access your BMCC attendance rosters.**

## ATTENDANCE SUBMISSION INSTRUCTIONS:



Attendance (COA) Icon

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | **coa roster** | my textbooks

Faculty Center

Certification of Attendance Roster

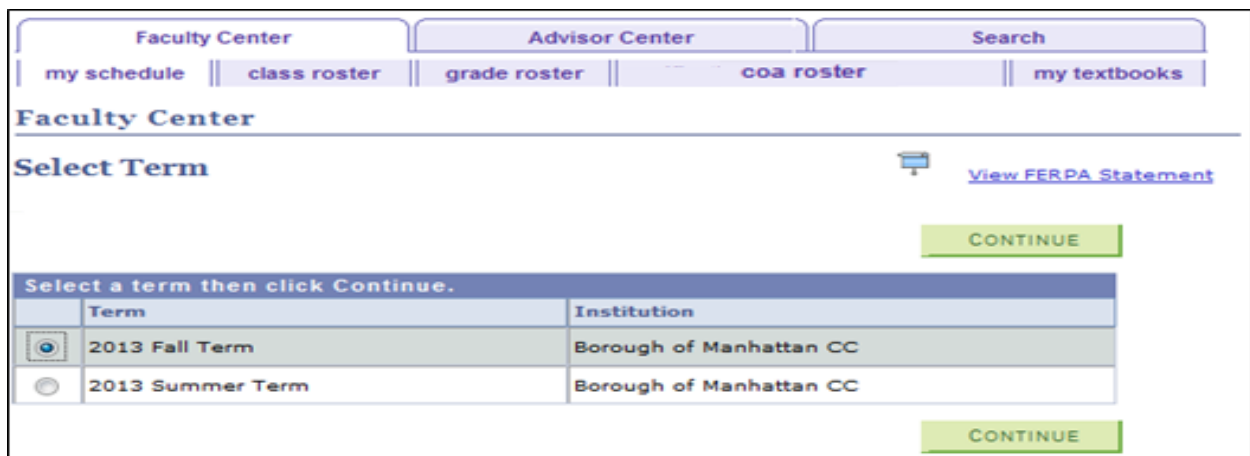
2013 Summer Term | Borough of Manhattan CC **change term**

2013 Summer Term > Borough of Manhattan CC - COA Roster

Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
 ACC 122 (3013.001) ACCT PRINCIPLES I	10	Undergrad No		06/05/2013 - 06/14/2013	9

Select the icon on the grid to navigate to the Certification of Attendance Roster

If you choose “Change Term”, a listing of all terms/institutions you’re currently teaching will appear.



Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | coa roster | my textbooks

Faculty Center

Select Term [View FERPA Statement](#)

CONTINUE

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> 2013 Fall Term	Borough of Manhattan CC
<input type="radio"/> 2013 Summer Term	Borough of Manhattan CC

CONTINUE

### Certification of Attendance Roster

Find First 1-10 of 10 Last

14202042	Arshad, Saqib	<b>Has student attended class at least once?</b> <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
15154131	Baez, Ganna	<b>Has student attended class at least once?</b> <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended
13119660	Camara, Ibrahima Sory	<b>Has student attended class at least once?</b> <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended

save Save roster data and submit at a later time  
submit Submit completed roster to Registrar's Office



Click the Return button return to go back to the Certification of Attendance main page. From there you will see status of attendance.

2014 Summer Term > Borough of Manhattan CC -				COA Roster		
Class Data	Enrolled	Career	Submitted	Roster Due Dates		
FYE 1 (12049.001) FRESHMAN YEAR EXPERIENCE	1	Undergrad	Yes	06/05/2014 - 06/13/2014		
FYE 1 (12050.002) FRESHMAN YEAR EXPERIENCE	1	Undergrad	Yes	06/05/2014 - 06/13/2014		

Or you can click on the COA icon and you will see the message below

### Certification of Attendance Roster

**Institution:** Borough of Manhattan CC  
**Career:** Undergraduate  
**Term:** 2013 Summer Term  
**Class Data:** ACC 122-001 (3013) ACCT PRINCIPLES I  
**Session:** Six Week - First  
**Instructor:** Alam, Mohammad K

**\*\* This roster has been submitted to the Registrar. \*\***

### Certification of Attendance Roster

Find First 1-10 of 10 Last

15385475	Al-zabidi, Mothana	<b>Has student attended class at least once?</b> <input type="radio"/> Yes, attended <input checked="" type="radio"/> No, never attended
----------	--------------------	---