

# *Attendance System*

## *(Student View)*

### *The purpose of this procedure*

- *Implement the new Absence excuse policy.*
- *Student can request absence excuse, upload corresponding documents through eServices, and check status of request.*

### *This document contains*

- *How student can request absence excuse through eServices.*

## How to start using Attendance Tracking

Go to link: <http://My.uaeu.ac.ae>

The screenshot shows the homepage of My.uaeu.ac.ae. At the top, there is a navigation bar with 'Home', 'Colleges', 'Secretary General', and 'UITS'. Below this is a large banner with the text 'My.uaeu.ac.ae'. On the right side of the banner, there is a grid of service icons: 'Email', 'Blackboard', 'My Support', 'eServices', 'more ..', and 'eRecruitment'. The 'eServices' icon, which features a person silhouette, is circled in red. A black arrow points from a callout box containing the text '1. Click on eServices' to this icon. Below the banner, there are two main content areas: 'ESERVICES' and 'ANNOUNCEMENTS'. The 'ESERVICES' section has a dropdown menu for 'Faculty' and 'Employee', with a list of links for each. The 'ANNOUNCEMENTS' section shows a link to the 'UITS SharePoint Site' with a timestamp. At the bottom, there are sections for 'NEWS' and 'UITS MAINTENANCE WINDOW'.

1. Click on eServices

**ESERVICES**

<b>Faculty</b>	Grading Faculty Detail Schedule Detail Class List Week at Glance Student Information	Attendance Summary Class List Class Schedule To Whom It May Concern
<b>Employee</b>		

**ANNOUNCEMENTS**

>> UITS SharePoint Site  
From: UITS on 2014-07-16 14:16:24

**NEWS**

**UITS MAINTENANCE WINDOW**



Personal Information Student

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## Main Menu

Welcome, Shaikha H. Humaid Al Mandhari, to the Self Service Banner! Last web access on Aug 06, 2014 at 09:13 am

[Personal Information](#)

View addresses and phone numbers, emergency contact information, direct

[Student and Financial Aid](#)

Apply for Admission, Register, View your academic records and Financial Aid

*2. Click on Student and Financial Aid*

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## Student and Financial Aid

[Registration](#)

Check your registration status, class schedule and a

[Student Records](#)

View your holds, grades, transcripts and account summary

[Student Account](#)

[Student E-Payment](#)

[Part Time Student Payment](#)

Part Time Work Sheet Entry

[Al-Ain Gate Permit Entry Request](#)

Alain Gate Permit Entry Request

[Student College Transfer](#)

[Student Financial Aid Request](#)

Apply for Financial Aid and View

[Specialization](#)

Student Specialization

[Request Electronic Documents](#)

*3. Click on Student Records*

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## Student Records

- Final Grades
- Academic Transcript
- Course Catalog
- View Student Information
- Class Schedule
- Attendance Report**
- Student Evaluation of Teaching
- Student Housing Transfer
- Apply to Graduate

4. Click on Attendance Report

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## Student Attendance Tracking

Fall 2014  
Dec 11, 2014 01:30 pm

To View / Apply for an excuse click on the CRN .

- 5-9 (First Warning)
- 10-14 (Second Warning)
- 15 & above (May not allowed to sit in exam)

CRN	Course Title	Absent Percentage
10814	Fund Cost & Mgmt - A	3%
10174	Investment	6%
11709	Agribusiness Manag.&Entreprene	6%
13723	E-Commerce & Agri-food Industr	6%

5. Choose the CRN you need to see the attendance.

## Student Absence Details and Excuse Request

Fall 2014  
Dec 11, 2014 01:29 pm

Agribusiness Manag.&Entreprene - 352 - AGRB - 11709

**Note :** If you reach the maximum allowed waived absences of 12.5% ,then you will not be allowed to submit any new excuse request.

A = Absent  
E = Absent with Excuse

To view / apply for an excuse click on the Date .

Date	Meeting	Absent Type
12-OCT-14		A
09-DEC-14		A

6. Display the Absence date.

Back

Click on the date you want to submit absence excuse.

## Absence Excuse Request

Fall 2014  
Dec 11, 2014 01:24 pm

Agribusiness Manag.&Entreprene - 352 - AGRB - 11709

All ( \* ) fields are mandatory.

Absent Meeting Sunday (12-OCT-14) - Time: 1230

Absence Reason \* Participation in Field Trip with College Association

Attach Document \* C:\Users\n.almonthari\De Browse...  
Only (.pdf, .jpg) files are supported

Comment Participation in Field Trip with College association.

7. Choose the Absence Reason from the list.

8. Upload documents and should be (PDF, JPG) type.

9. Enter comment if you have.

Back Submit

10. Click Submit.



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✓ Your request has been submitted.

11. Click on Back

RELEASE: 8.1

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Student Attendance Tracking

Fall 2014  
Dec 11, 2014 01:27 pm

To View / Apply for an excuse click on the CRN .

CRN	Course Title	Absent Percentage
10814	Fund Cost & Mgmt - Acct	3%
10174	Investment	6%
11709	Agribusiness Manag.&Entreprene	6%
13723	E-Commerce & Agri-food Industr	6%

12. If you need to request more Absence Excuse follow the steps mention earlier.

13. Exit

- 5-9 (First Warning)
- 10-14 (Second Warning)
- 15 & above (May not allowed to sit in exam)

If the student want to check status of absence request.

Follow the steps from 1 to 6.

Personal Information Student

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### Student Attendance Tracking

Fall 2014  
Dec 11, 2014 01:27 pm

To View / Apply for an excuse click on the CRN .

CRN	Course Title	Absent Percentage
10814	Fund Cost & Mgmt - Acct	3%
10174	Investment	6%
11709	Agribusiness Manag.&Entreprene	6%
13723	E-Commerce & Agri-food Industr	6%

Back

7. Choose the CRN.

5-9 (First Warning)

10-14 (Second Warning)

15 & above (May not allowed to sit in exam)

Personal Information Student

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### Student Absence Details and Excuse Request

Fall 2014  
Dec 11, 2014 01:29 pm

[Agribusiness Manag.&Entreprene - 352 - AGRB - 11709](#)

**Note :** If you reach the maximum allowed waived absences of 12.5% ,then you will not be allowed to submit any new excuse request.

To view / apply for an excuse click on the Date .

Date	Day	Meeting	Time	Absent Type
12-OCT-14	Sunday		1230	A
09-DEC-14	Tuesday		1230	A

Back

8. Click on date you have applied for absence request.

A = Absent

E = Absent with Excuse



## Absence Excuse Request

Fall 2014  
Dec 17, 2014 02:43 pm

**Agribusiness Manag.&Entreprene - 352 - AGRB - 11709**

**Note :** You can cancel a request and add a new one while the status is "Pending" , Otherwise you can only track the status of the request.

Absent Date	Absent Time	Absence Reason	Attached Document	Waiting Approval of	Request Status	Action
12-OCT-14	1230	Participation in Field Trip with College Association	<a href="#">View Document</a>	Dean	In-Progress	N/A

9. Waiting Approval & Request Status

**Note:** The student will receive notification of decisions: (Rejected by advising Unit or Rejected by Dean or Approved by Dean)