

# *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 myUAEU website interface. At the top, there is a red header with the text "myUAEU". Below the header, there is a navigation bar with a red "LEARN MORE" button and three menu items: "EXCELLENCE", "LEADERSHIP", and "INNOVATION". To the right of the navigation bar is a collage of images showing students and staff. Below the navigation bar, there is a section titled "GLOBAL APPS" with five colored buttons: "WEBMAIL" (red), "ESERVICES" (orange), "STAFF ATTENDANCE" (yellow), "IT SERVICES" (green), and "BLACKBOARD" (dark blue). The "ESERVICES" button is circled in red, and a callout box with the text "1. Click on EServices" points to it.





## Student Attendance Tracking

Home > Attendance Report

Spring 2021  
Jan 19, 2021 12:23 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	Linked	Max Excuse Allowed	Waived Absent Count
<a href="#">20724</a>	Research Methods in Lang. &Lit	3%		4	0
<a href="#">22487</a>	Prosody	3%		4	0
<a href="#">27833</a>	Ex. in Syntax & Morphology	3%		4	0

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

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**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](#) .

Meeting			Absent Type
Date	Day	Time	
<a href="#">17-JAN-2021</a>	Sunday	0800	A

5. Click on the date you want to submit absence excuse

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# Absence Excuse Request

Home > Attendance Student Excuse Apply

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All ( \* ) fields are mandatory.

Absent Meeting	Sunday (17-JAN-2021) - Time: 0800
Absence Reason *	Select absence reason ...
Attach Document *	Choose File No file chosen Only (.pdf, .jpg) files are supported
Comment	

6. Choose the Absence Reason from the list.

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

8. Enter comment if you have.

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9. Click Submit.

Home > Student Attendance Excuse Submit

✓ Your request has been submitted .

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10. Click on Back



Home > Attendance Report

Spring  
Jan 19, 2021 12:5

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	Linked	Max Excuse Allowed	Waived Absent Count
<a href="#">20724</a>	<a href="#">Research Methods in Lang. &amp;Lit</a>	3%		4	0
<a href="#">22487</a>	<a href="#">Prosody</a>	3%		4	0
<a href="#">27833</a>	<a href="#">Click on the date you want to submit absence excuse.</a>	9%		4	0

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

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If the student want to check status of absence request.

Follow the steps from 1 to 5.

## Absence Excuse Request

Home > Attendance Student Excuse Apply

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**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
17-JAN-2021	0800	Sick Circumstance	<a href="#">View Document</a>	College Advising Unit	Pending	<a href="#">Cancel</a>

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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).