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

1. Click on eServices
2. Click on Student and Financial Aid

3. Click on Student Records
4. Click on Attendance Report

5. Choose the CRN you need to see the attendance.
6. Display the Absence date.  

7. Choose the Absence Reason from the list.  

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

9. Enter comment if you have.  

10. Click Submit.
11. Click on Back

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

13. Exit
If the student want to check status of absence request.

Follow the steps from 1 to 6.

7. Choose the CRN.

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

<table>
<thead>
<tr>
<th>Absent Date</th>
<th>Absent Time</th>
<th>Absence Reason</th>
<th>Attached Document</th>
<th>Waiting Approval of</th>
<th>Request Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-OCT-14</td>
<td>1230</td>
<td>Participation in Field Trip with College Association</td>
<td>View Document</td>
<td>Dean</td>
<td>In-Progress</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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