

Attendance System

(Dean View)

The purpose of this procedure

- *Implement the new Attendance policy.*
- *Faculty members are responsible for recording absences in eServices within two working days of each class.*

This document contains

- *How Dean can Approve/Reject Attendance Excuse Requests through eServices.*

How to start using Attendance Tracking

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

The screenshot shows the homepage of the My.uaeu.ac.ae portal. At the top, there is a navigation bar with links for Home, Colleges, Secretary General, and UITs. Below this is a large banner with the text "My.uaeu.ac.ae". To the right of the banner is a grid of service icons: Email, Blackboard, My Support, eServices (circled in red), more .., and eRecruitment. A callout box with the text "1. Click on eServices" points to the eServices icon. Below the banner, there are two main sections: "ESERVICES" and "ANNOUNCEMENTS". The "ESERVICES" section has a sidebar with "Faculty" and "Employee" tabs, and a main area with links for Grading, Faculty Detail Schedule, Detail Class List, Week at Glance, Student Information, Attendance, Summary Class List, Class Schedule, and To Whom It May Concern. The "ANNOUNCEMENTS" section has a link to the "UITs SharePoint Site" with a timestamp. At the bottom, there are sections for "NEWS" and "UITs MAINTENANCE WINDOW".



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Main Menu

Welcome, Noura H. Al Mandhari, to the Self Service Banner! Last web access on Dec 18, 2014 at 04:38 pm

Personal Information

View addresses and phone numbers, emergency

Faculty and Advisors

Enter Grades and Registration Overrides, View C

Employee

Time sheets, benefits, job data, paystubs.

2.Click on Faculty
and Advisors

RELEASE: 8.5

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Attendance Tracking

Fall 2014
Jan 29, 2015 01:57 pm

Attendance Excuse Request

Dean Page to Approve/Reject excuse request

3.Click on Attendance
Excuse Request.

RELEASE: 8.5.2

- It will display a list of student's requests.

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Attendance Excuse Request

Fall 2014
Jan 29, 2015 02:04 pm

To Approve Student Absent click student ID .

Student ID	Student Name	Gender	Pending Excuse	Request Status
201300444	Abdulla Almansoori, Shamma D.	F	1	Waiting Dean Approval
200815476	Salem, Muna A.	F	2	Waiting Dean Approval
201350357	H. Abumughaisib, Faisal A.	M	1	Waiting Dean Approval

Back

4.Click on Student ID.

[[History Requests](#) | [Attendance Policy](#) | [Dean User Guide](#)]

RELEASE: 8.5.2

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Attendance Excuse Approval

Fall 2014
Jan 29, 2015 02:09 pm

CRN	Date	Meeting Day	Time	Excuse Reason	Advisor Comment	Excuse Document	Dean Decision	Dean Comment
14293	08-OCT-14	Wednesday	1600	Participation in Course Field Trip		View Document	Approve ☐ Reject ☐	

Back Submit

7.Click on Submit

6. Enter your Comment for Rejection

5.Click on Approve or Reject

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✓ Your changes have been submitted .

[Back to Dean Excuse Page](#)

RELEASE: 8.5.2

9. Exit if you
finished the update.

8. Click on Back to Dean Excuse
Page if you want to review another
student request.