



Office of the Registrar

Attendance Verification Process

Log into the [GHC Faculty/Staff Intranet](#)

- If you are off campus and not using a GHC issued device, you will need to use the VPN.
- Click on [VPN Access Instructions](#) and follow the steps there, if needed.

GHC Home > Faculty/Staff

Faculty/Staff

Working at a GHC instructional site?

If you're a member of Georgia Highlands College's faculty & staff, click the button below to log on to the GHC Employee Portal.

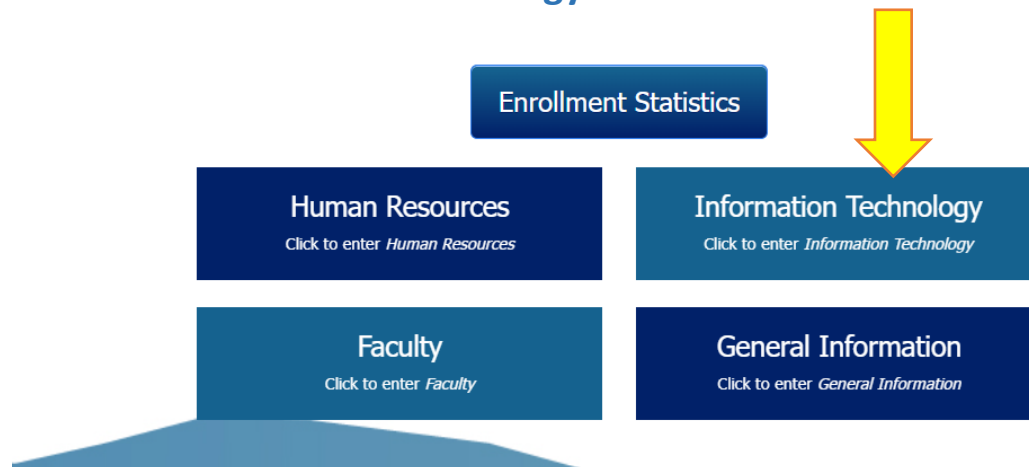
ENTER FACULTY/STAFF INTRANET PORTAL

Working offsite? VPN Access is required.

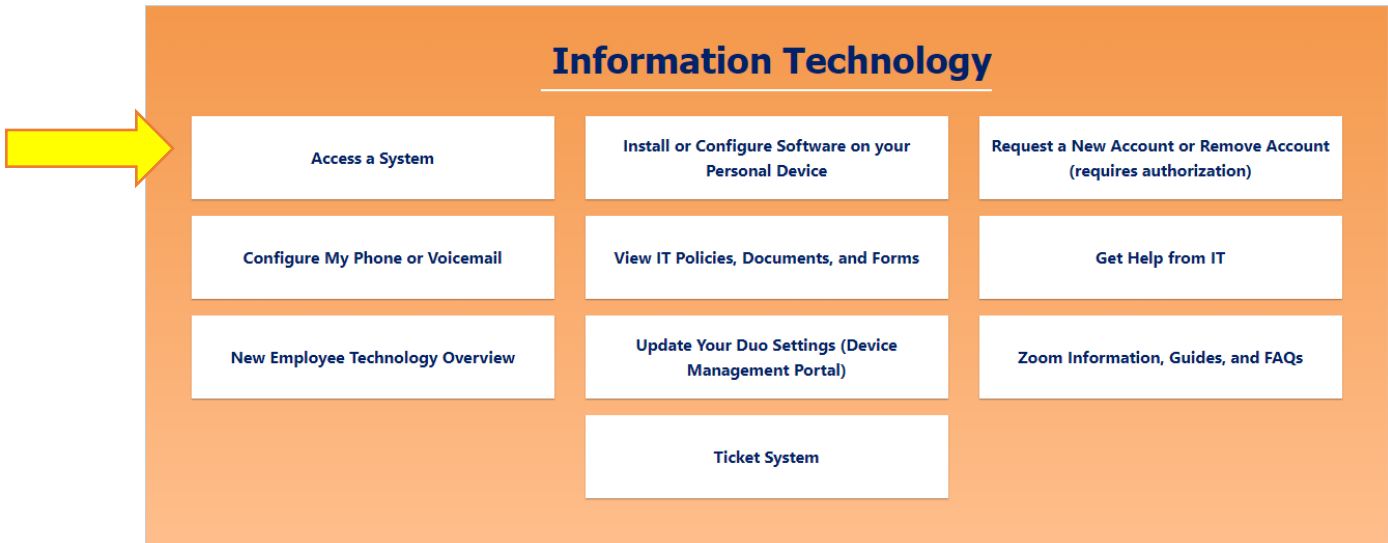
Faculty & staff can access the GHC Employee Portal offsite with VPN software.

[VPN Access Instructions](#)

Click on Information Technology.



Click on Access a System.



Information Technology

Access a System	Install or Configure Software on your Personal Device	Request a New Account or Remove Account (requires authorization)
Configure My Phone or Voicemail	View IT Policies, Documents, and Forms	Get Help from IT
New Employee Technology Overview	Update Your Duo Settings (Device Management Portal)	Zoom Information, Guides, and FAQs
Ticket System		

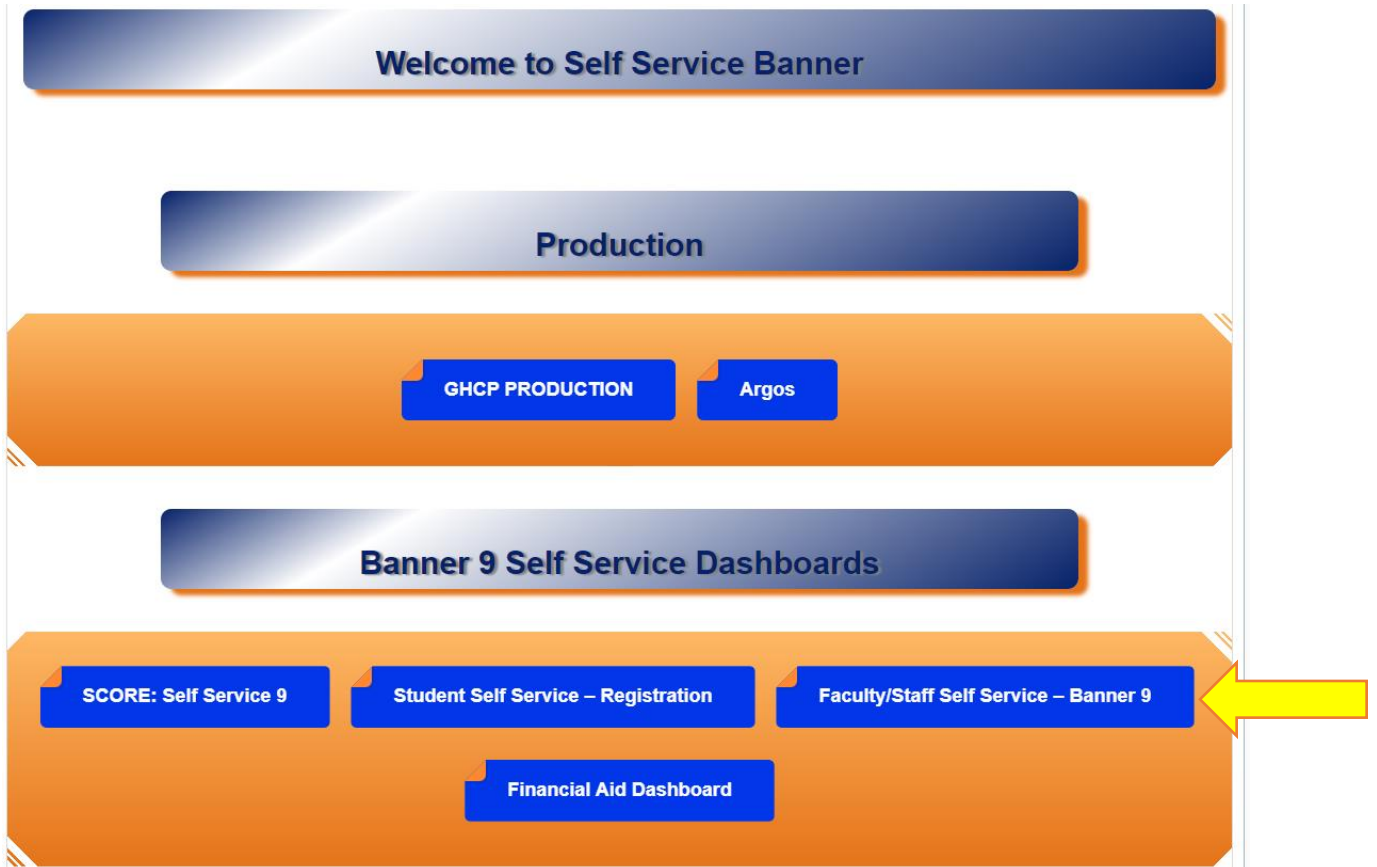
Click on Banner/Score.



Information Technology

Access a System	Install or Configure Software on your Personal Device	Request a New Account or Remove Account (requires authorization)
Banner/Score		
D2L		
Duo Device Management Portal		
Microsoft Office 365 (Employee Email)		
GHC Employee Password Reset		
Manually Connect to the "P-Drive"		
Navigate		
OneUSG / PeopleSoft / Careers		
Performance Progression		
Works		
Facilities Work Order System (Qware)		

Go to the Banner 9 Self Service Dashboards section and click on Faculty/Staff Self Service – Banner 9. If you are accessing this for the first time, you will be asked for a PIN. Your PIN is your six-digit birthdate (if your birthdate is June 1, 1958 your PIN in 060158).



Go to the Faculty Course Maintenance section and click on Attendance Verification.

Faculty Course Maintenance

- **Faculty Detailed Schedule**
Displays the faculty member's schedule for the selected term. Both primary and non-primary instructors with instructional assignments can access this page.
- **Faculty - Week at a Glance**
Display of all of an instructor's classes for the selected week
- **Assignments**
All classes to which a faculty member is assigned; history includes all current and past assignments while active shows all assigned classes that have students registered for them.
- **Syllabus**
Maintain syllabus information, learning objectives, required materials, and technical requirements for the course; either type the information or copy from another source and paste.
- **Office Hours**
View or maintain office hours for a class; select the Display check box to allow students to view a class's office hours on the Web; using the Copy To pull down list, the instructor can also populate the office hours for other sectionsView or maintain office hours for a class; select the Display check box to allow students to view a class's office hours on the Web; using the Copy To pull down list, the instructor can also populate the office hours for other sections.
- **Faculty Grade Entry**
Enter and update midterm, final, and incomplete grades, in addition to the last date of attendance and hours attended.
- **Attendance Tracking**
Track attendance and absence statistics for students by CRN and meeting
- **Faculty View Academic Transcript**
- **Attendance Verification**

Select Term and Course

Select a term and course from the dropdown list. Selecting the course will automatically populate the Course Information section of the page.

The screenshot shows a web browser window with a blue header bar containing a gear icon, a user profile icon, and the name 'Cindy Taylor'. The main content area is titled 'Attendance Verification'. Below the title, there are two dropdown menus: 'Select a Term:' and 'Select a CRN:'. Below these is a section titled 'Course Information' with the text 'Course Not Selected'. At the bottom of the page, there is a footer that reads 'Georgia Enhancements 9.23'. A yellow arrow points to the 'Select a Term:' dropdown menu.

Attendance Verification

Select a Term: Summer Term 2022 ▼

Select a CRN: CHEM 1020 01: Everyday Chemistry, 50096 (4) ▼

Course Information

CHEM 1020 01
 Title: Everyday Chemistry
 CRN: 50096
 Duration: 11-MAY-2022 to 03-JUN-2022
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	4	26

Current Attendance Verification Counts

ATTENDING	NOT ATTENDING
4	0

Section Verification

Section is currently NOT VERIFIED. Last updated on 2022-11-23, by Taylor, Cindy

Currently Enrolled Students - Attending

Check if Not Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered
<input type="checkbox"/>	MILLS, MARTY BELL	913242564	**Web Registered**	Undergraduate - Semester	3.000	2021-10-26T16:16:23Z
<input type="checkbox"/>	SEKO, ASAKO	913249304	**Web Registered**	Undergraduate - Semester	3.000	2021-10-28T05:05:01Z
<input type="checkbox"/>	THOMAS, TONYA REGINA	913248972	**Web Registered**	Undergraduate - Semester	3.000	2021-10-28T15:15:54Z

Page 1 of 1 | Per Page 50 | Records Found: 3

Currently Enrolled Students - Previously Marked as Not Attending

Check if Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered	Date Reported as ...
<input type="checkbox"/>	HEAD, IMMANUEL STAP	913256874	**Web Registered**	Undergraduate - Semester	3.000	2021-12-11T03:09:14Z	2022-11-23T16:16:56Z

Page 1 of 1 | Per Page 50 | Records Found: 1

SUBMIT CHANGES

Change students' enrollment status

Add a check to the box next to every student that you wish to mark as not attending in the Currently Enrolled Students - Attending section. Add a check mark next to every student in the Currently Enrolled Students – Previously Marked as Not Attending section that you wish to mark as attending.

Click the Submit Changes button.

Currently Enrolled Students - Attending

Check if Not Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered
<input checked="" type="checkbox"/>	MILLS, MARTY BELL	913242564	**Web Registered**	Undergraduate - Semester	3.000	2021-10-26T16:16:23Z
<input type="checkbox"/>	SEKO, ASAKO	913249304	**Web Registered**	Undergraduate - Semester	3.000	2021-10-28T05:05:01Z
<input type="checkbox"/>	THOMAS, TONYA REGINA	913248972	**Web Registered**	Undergraduate - Semester	3.000	2021-10-28T15:15:54Z

Page 1 of 1 Per Page 50 Records Found: 3

Currently Enrolled Students - Previously Marked as Not Attending

Check if Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered	Date Reported as ...
<input type="checkbox"/>	HEAD, IMMANUEL STAP	913256874	**Web Registered**	Undergraduate - Semester	3.000	2021-12-11T03:09:14Z	2022-11-23T16:16:56Z

Page 1 of 1 Per Page 50 Records Found: 1

SUBMIT CHANGES

A green message will appear in the upper right Notification Center indicating that the record was successfully saved.

To refresh the page, click the "Click Here to Reload Page and Continue" button under the Update Confirmation heading at the bottom of the page.

Attendance Verification

Select a Term: Summer Term 2022

Select a CRN: CHEM 1020 01: Everyday Chemistry, 50096 (4)

Course Information

CHEM 1020 01
Title: Everyday Chemistry
CRN: 50096
Duration: 11-MAY-2022 to 03-JUN-2022
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	4	26

Update Confirmation

[Click Here to Reload Page and Continue](#)

Georgia Enhancements 9.23

The Current Attendance Verification Counts section will be updated to indicate the number of students attending and not attending. The Currently Enrolled Students - Attending and Currently Enrolled Students – Previously Marked as Not Attending sections will also be updated. Review these sections to verify the information is correct.

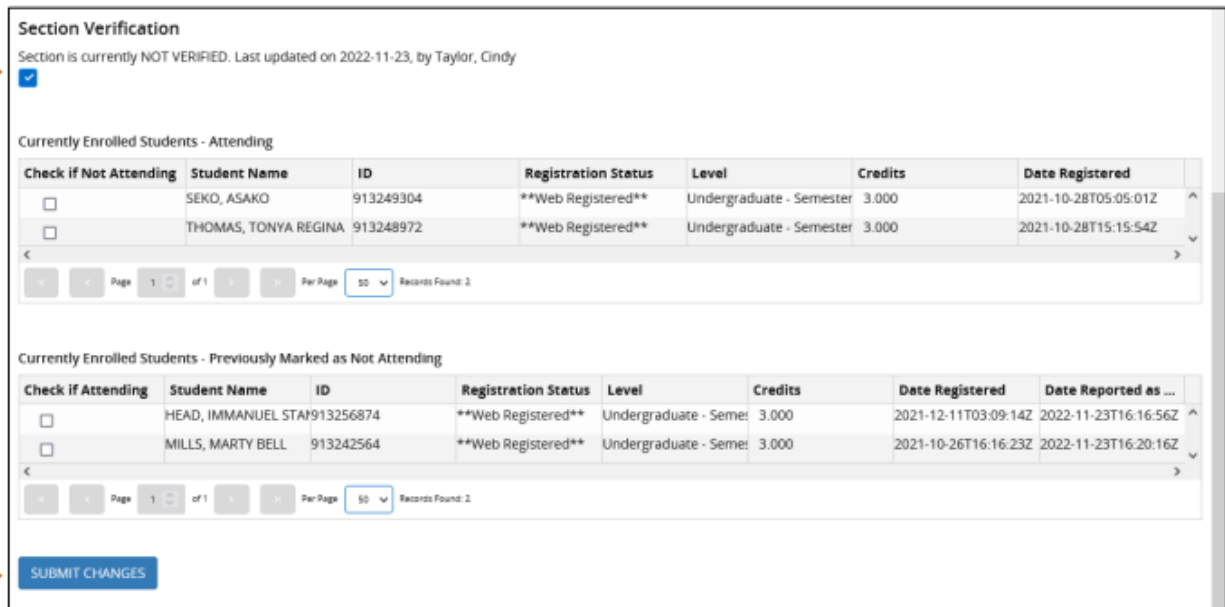
Clicking **SUBMIT CHANGES** does not submit the roster for verification. You must confirm that the check box is checked and **SUBMIT CHANGES** for a final time in the next step.

Wait until the attendance deadline date to submit the roster for final verification and look for the Section Verified notice. Even if you complete all steps before this last one (including the first **SUBMIT CHANGES**), your attendance will not be verified. You must ensure the verification checkbox is checked and you receive the Section Verified notice for attendance verification to be complete.

Verify the Completion of Attendance Verification

Log into Self-Service Banner as a faculty and navigate to the Attendance Verification link. Select a term and course from the dropdown list. Selecting the course will automatically populate the Course Information section of the page.

If the Section Verification indicates **NOT VERIFIED**, check the box, and click Submit Changes.



Section Verification
Section is currently NOT VERIFIED. Last updated on 2022-11-23, by Taylor, Cindy

Currently Enrolled Students - Attending

Check if Not Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered
<input type="checkbox"/>	SEKO, ASAKO	913249304	**Web Registered**	Undergraduate - Semester	3.000	2021-10-28T05:05:01Z
<input type="checkbox"/>	THOMAS, TONYA REGINA	913248972	**Web Registered**	Undergraduate - Semester	3.000	2021-10-28T15:15:54Z

Page 1 of 1 Per Page 50 Records Found: 2

Currently Enrolled Students - Previously Marked as Not Attending

Check if Attending	Student Name	ID	Registration Status	Level	Credits	Date Registered	Date Reported as ...
<input type="checkbox"/>	HEAD, IMMANUEL STAF	913256874	**Web Registered**	Undergraduate - Seme	3.000	2021-12-11T03:09:14Z	2022-11-23T16:16:56Z
<input type="checkbox"/>	MILLS, MARTY BELL	913242564	**Web Registered**	Undergraduate - Seme	3.000	2021-10-26T16:16:23Z	2022-11-23T16:20:16Z

Page 1 of 1 Per Page 50 Records Found: 2

SUBMIT CHANGES

A green message will appear in the upper right Notification Center indicating that the record was successfully saved.

To refresh the page, click the "Click Here to Reload Page and Continue" button under the Update Confirmation heading at the bottom of the page.

Attendance Verification

Select a Term: Summer Term 2022

Select a CRN: CHEM 1020 01: Everyday Chemistry, 50096 (4)

Course Information

CHEM 1020 01
Title: Everyday Chemistry
CRN: 50096
Duration: 11-MAY-2022 to 03-JUN-2022
Status: Active


Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	4	26

Update Confirmation

[Click Here to Reload Page and Continue](#)

Georgia Enhancements 9.23



After refreshing the page, the Section Verification indicates VERIFIED.

Section Verification

Section is currently VERIFIED. Last updated on 2022-11-23, by Taylor, Cindy

