

## INSTRUCTIONS FOR ACCESSING AND SUBMITTING

### CERTIFICATION ROSTERS:

- Log on to the website at: [www.fitnyc.edu](http://www.fitnyc.edu)
- Click on the **My Present** icon
- Click on **Online Information System** (upper left corner)
- Choose the **Secure Services for Employees** option (center of page)
- Click on **Enter Secure Area**
- Enter your **Network Username**. (**Your Network Username is in the format of: firstname\_lastname**. In some cases there may be a number after your name. Your username must be all lower case.)
- Enter your **Password**, which is the same password you use to access any campus computer or imail. Click **Login** button and then select **Faculty & Advisors**.
- Under Faculty Services, select the “**Menu for Attendance/ Certification Rosters**” option—this will bring you to the list of courses you are teaching for the current semester.
- Point and click on the course you are ready to submit; this will bring you to the class roster. If you would like to print a copy of your completed roster, please do so before confirming the roster. In the upper right corner of the roster is a print selection. You will not be able to print the roster once it is submitted.

**Certification Roster During The Census Period**, once you are in the course roster, you will see on the right hand side of the roster the three choices to be used when certifying student attendance. One is “In Attendance as of Census,” this column will be the default for all students (as you can see all circles are highlighted) if the student is attending class you do not need to make any changes. The second column “Not Attending as of Census Date,” should be highlighted if the student has stopped attending class at time of Certification. The third column, “Never Attended” should be highlighted if the student has never attended class at time of Certification. You just need to point and click on the appropriate selection. Once you have completed this process for each student, please be sure to click on the “Confirm” button at the bottom left corner. You will receive a confirmation box, if no further changes are needed click on the “OK” button to complete the process.

Please Note: If you need any further assistance, please contact any of the following individuals: Ursula Forte, x73830, e-mail [ursula\\_forte@fitnyc.edu](mailto:ursula_forte@fitnyc.edu), Caryn Prestigiaco, x73855, email [caryn\\_prestigiaco@fitnyc.edu](mailto:caryn_prestigiaco@fitnyc.edu), or Geraldine Holland, x73831, email [geraldine\\_holland@fitnyc.edu](mailto:geraldine_holland@fitnyc.edu)