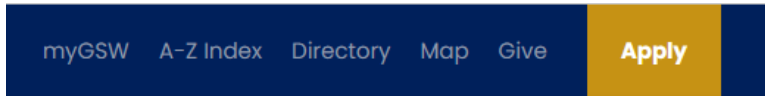# Faculty Guide to Entering Enrollment Verifications
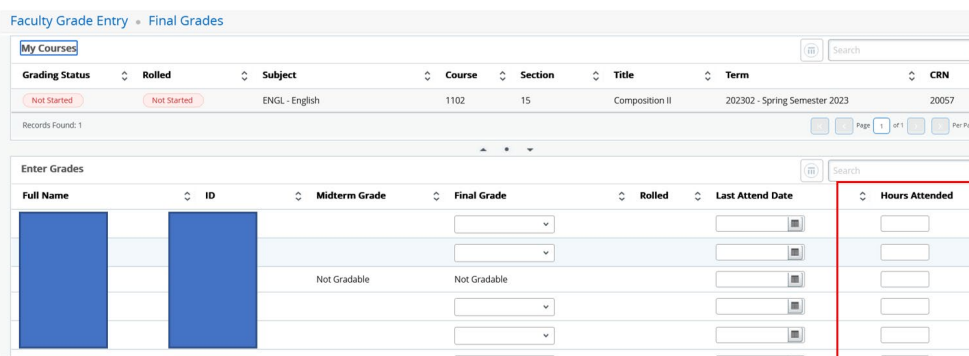
Step 1: Logging in

- Login to SSB9 from MyGSW, found at the top center of the GSW home page. Login by using your GSW credentials.

- Click on the 'GSW Faculty Self Service' icon. Sign in once more with your GSW credentials.

Step 2: Faculty Grade Entry

- You should now click on the 'Faculty Grade Entry' link.
- To begin, use the Search function to find the appropriate course for Enrollment Verification or simply select a course currently displayed by clicking anywhere on the course row. You can use the arrows in the column headers to sort the list in your current view.
- Click on the 'Attend Hours' field for each student and enter either 0 or 1. Enter 0 (zero) if the student has never attended the class. Enter 1 (one) if the student has attended the class. Click on 'Save' at the bottom of the page to submit your verification.
- The Registrar's Office will retrieve the information to contact students who are reported as never having attended class. (Grades and last attended dates should not be entered at this time.)