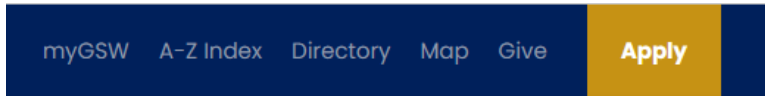


Faculty Guide to Entering Enrollment Verifications

Step 1: Logging in

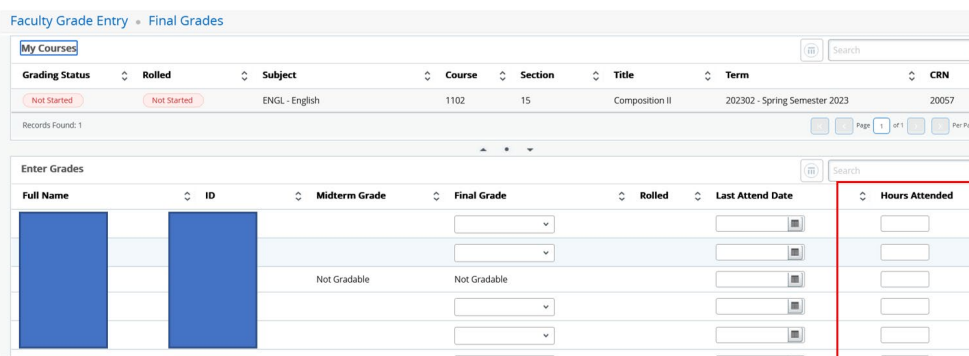
- Login to SSB9 from MyGSW, found at the top center of the GSW home page. Login by using your GSW credentials.



- 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.)



The screenshot shows the 'Faculty Grade Entry' interface. At the top, there's a breadcrumb 'Faculty Grade Entry > Final Grades'. Below that is a 'My Courses' section with a search bar and a table of courses. The table has columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. One course is listed: ENGL - English, 1102, 15, Composition II, 202302 - Spring Semester 2023, 20057. Below the course list is an 'Enter Grades' section with a search bar and a table. The table has columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The 'Hours Attended' column is highlighted with a red box. The table is currently empty.