Never Attended Processing in Self-Service
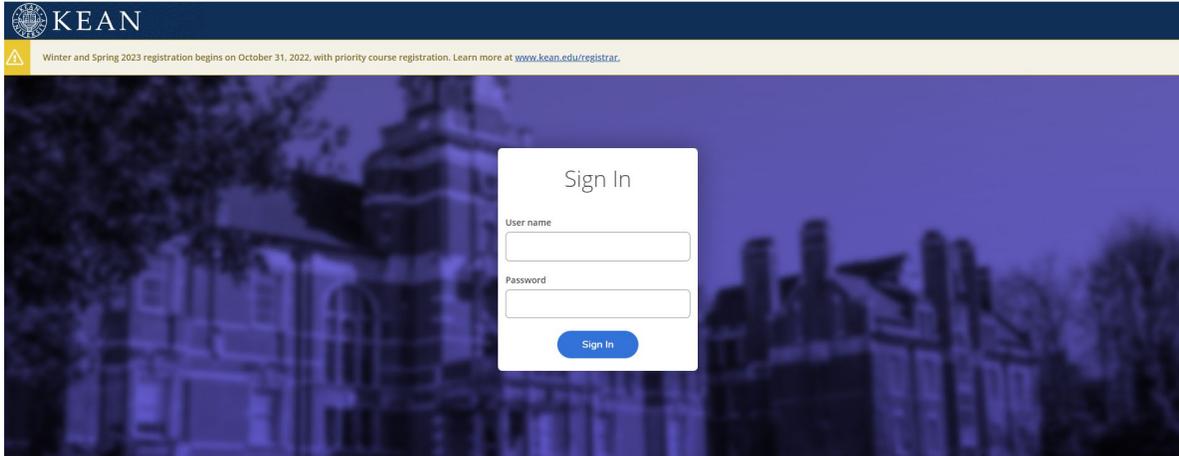
1. Using your KeanWise credential login to Self Service using this link
   https://selfservice.kean.edu/Student/Student/Faculty

2. From the list of assigned courses, select the course that that you want to report as Never Attended.

3. Select the "Never Attended Report" tab.

Note: If you will be reporting students as Never Attended on the selected course roster, skip step 4, and continue step with 5.

4. a. If all students on the selected course roster have been attending, click the "certify" button.

ACCT*2200-01: PRINCIPLES OF ACCOUNTING I
Spring 2024
KEAN UNIVERSITY UNION
Seats Available ⓘ 0 / 2 / 1
Deadline Dates
Waitlisted 1 of 1

Roster | Never Attended Report | Grading | Permissions | Waitlist

24/SP

ⓘ 24/SP

Certify

Student Name	Student ID	Never Attended	Class Level	Credits	
Keanu Cougar	1187407	☐	FRESHMAN	3	
Testchad Test	0933530	☐	FRESHMAN	3	

b. Two confirmation messages will appear on the screen.
- A blue box with the date and time you submitted the report.
- The second confirmation will be in a green box in the upper right-hand corner of the screen.
  Note: Please make note that the confirmation messages will only display after you click on the submit button. A confirmation email will no longer be generated after submission.

5. a. In the Never Attended column, check the box next to each student that you will be reporting as Never Attended.

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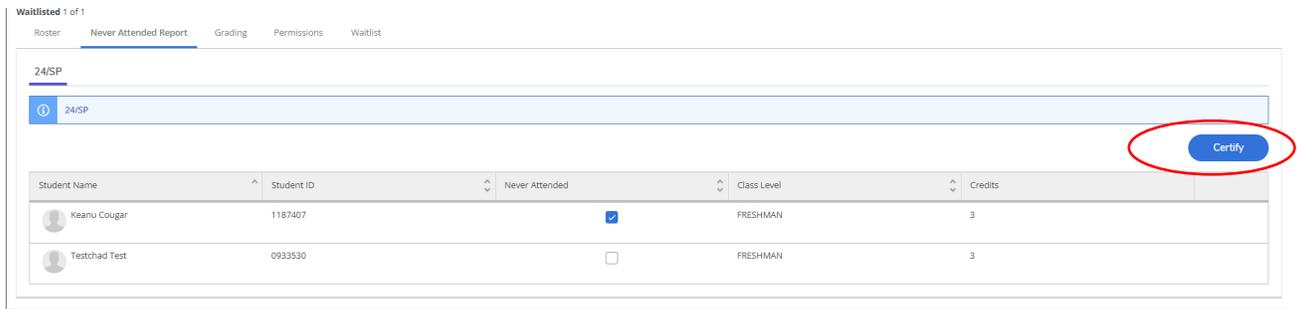Roster | Never Attended Report | Grading | Permissions | Waitlist
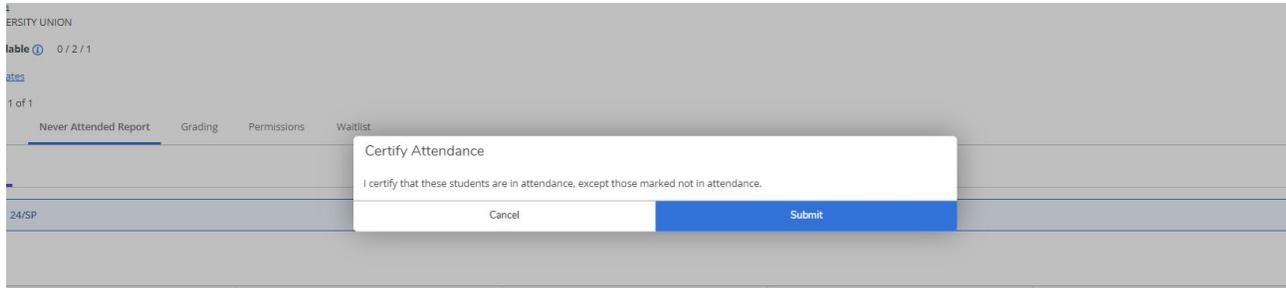
24/SP

ⓘ 24/SP

Certify

Student Name	Student ID	Never Attended	Class Level	Credits	
Keanu Cougar	1187407	☐	FRESHMAN	3	
Testchad Test	0933530	☐	FRESHMAN	3	

b. Click the "certify" button once you have selected all students that you will be reporting as Never Attended.

c. Click "submit" when the confirmation message appears on the screen.

d. After you submit the report, you will see two confirmation messages on the screen:

- A blue box with the date and time you submitted the report.
- The second confirmation will be in a green box in the upper right-hand corner of the screen.
  Note: Please make note that the confirmation messages will only display after you click on the submit button. A confirmation email will no longer be generated after submission.
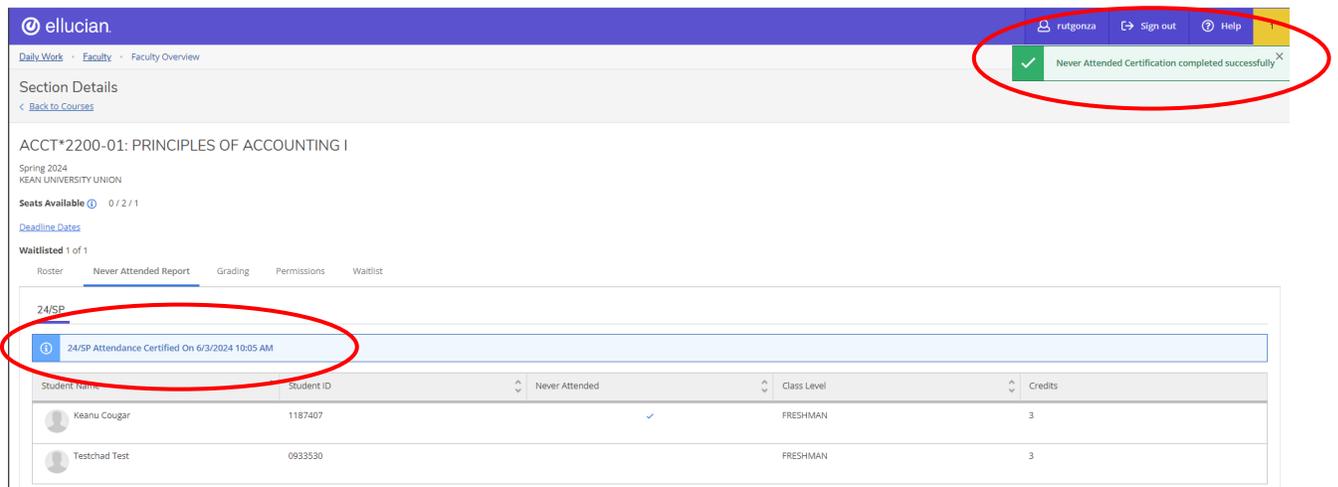
6. Repeat steps for each additional course roster you are certifying attendance for.