Members of the Faculty are required by the University to report students who have not regularly attended classes.

This attendance policy applies to students who are enrolled but have discontinued attending class.

If all students listed on your class roster are still attending classes please forward notification by submitting via email to the Office of the Registrar

Instructor name: John Doe
Course reference number: 10420
Subject, Course and Section: Law 240 02
Step 1

Go to http://www.tsu.edu/ -> Click on My TSU
Step 2

Under **TSU Faculty, Staff & Alumni** click the link “**My TSU Web**”
Step 3

Enter your **user ID** (Social Security Number or T-ID number), and **password** as instructed on the login page, and click “Login”
Step 4

The page below will appear -> Select the “Faculty Services” tab
Step 5

Click on “Term Selection”
Step 6

Select term from the drop down box as shown below, and click on “Submit”
Step 7

Click on “CRN Selection”

Select a CRN from the drop down box, and click on “Submit”
Step 8

Click on “Mid Term Grades”
Step 9

In the “Last Attend Date” field

Enter the date *(please use the date format as indicated)* student last attended the class.

Security is Everyone Business

- Do not share your password or security question with anyone
- Do not leave your computer unattended if you are still logged into the system
- Always use the secure EXIT button when you have finished utilizing the “My Web” system