

Online Instructions for Attendance Confirmation

- Step 1 Login to the My VolState Portal - portal.volstate.edu
- Step 2 Login using your Username and Password
- Step 3 Click the “Pride Online” tab
- Step 4 Click “Attendance Reporting” (Listed under Student Menu – Student Records)
- Step 5 Select the Current Term
- Step 6 Screen will appear which will show your schedule with two columns called “Attending” and “Date Confirmed”

You must have a “Yes” in the Attending Column and a date listed by the course under Date Confirmed to be considered attending that course.

Until all of your courses have “Yes” and a “Date Confirmed”, your remaining funds will not be released for direct deposit.

****If you are taking RODP courses, you must have logged into the course by the 4th day of the term or you will have to wait until after the 14th day for the next attendance file to be received from TBR.**