

## Online Instructions for Attendance Confirmation

Step 1 Login to the My VolState Portal - [portal.volstate.edu](http://portal.volstate.edu)

Step 2 Login using your Username and Password

Step 3 Click "Self-Service Banner" and enter login credentials if required.

Step 4 Click "Student", then "Student Records", then "Attendance Reporting"

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.

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**Until all of your courses have "Yes" and a "Date Confirmed", your refund will not be issued. If you have a late starting course, you can contact the Financial Aid department to complete a form to have funds issued earlier in the term.**

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