

## **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 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 4<sup>th</sup> day of the term or you will have to wait until after the 14<sup>th</sup> day for the next attendance file to be received from TBR.**