To access the attendance app go to [www.uml.edu/attendance](http://www.uml.edu/attendance) with any device and log in with your student email credentials.

When you log in you will be prompted to enter the four digit code for your class. Your instructor will provide a new code each class. To mark yourself as present for your class enter the code in the field and click the “Check In” button.
This will give you a confirmation page to let you know your attendance has been recorded and which class it has been recorded for. To view your attendance records select “Records” from the menu on the left or use the “View Records” button in the center after you check in.
**Viewing Attendance Records**

When you view your records you will be shown a list of your classes. Select the calendar button for the class you would like to see your attendance records for.

Your attendance record for that class will display showing each class session. A green dot to the right of the date indicates you were present, a red dot next to the date indicates an absence.