

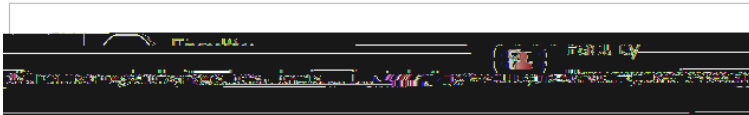


FACULTY CENSUS/ATTENDANCE PROCESS

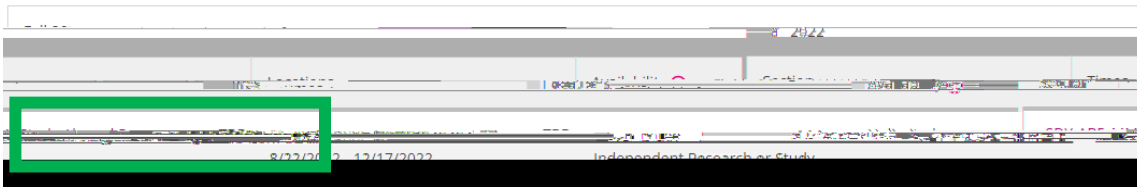
1. Log into your MUHUB from a laptop or desktop. Please DO NOT report from a cell phone as this can cause technical and/or reporting issues and errors.

<https://hub.marian.edu/Student/Account/Login?ReturnUrl=%2fstudent%2f>

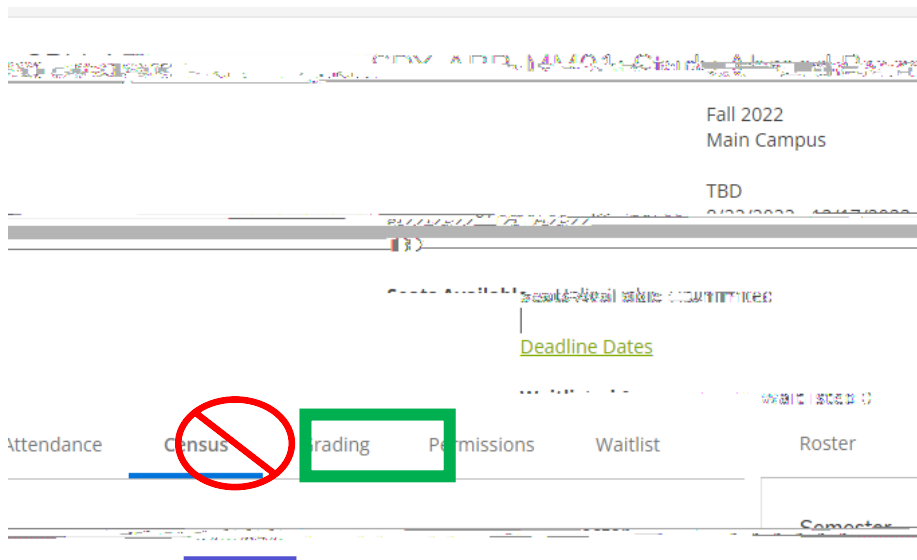
2. Click on the FACULTY tab



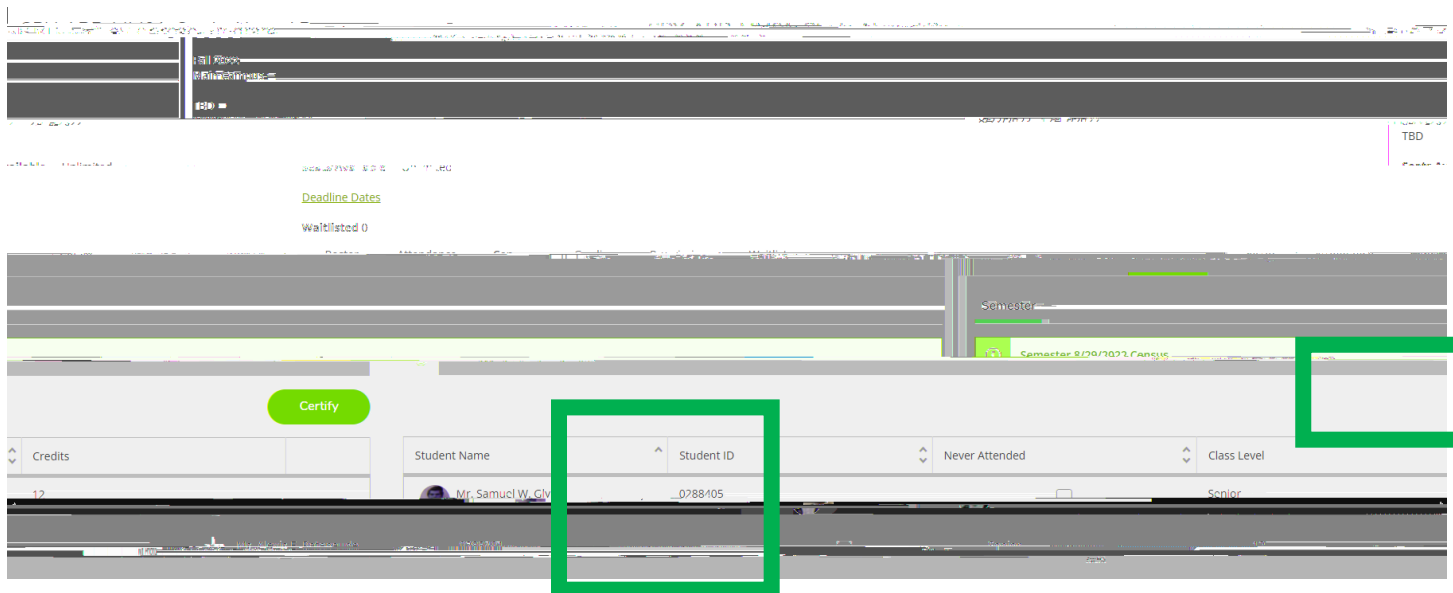
3. Click on the appropriate course and be sure that you are under the correct reporting semester.



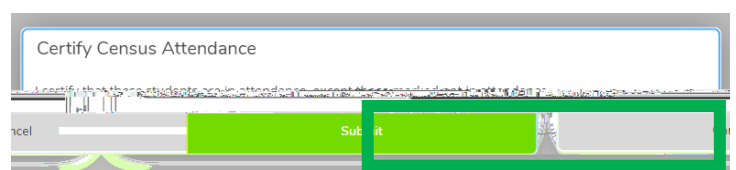
4. Click on CENSUS – DO NOT use the attendance tab



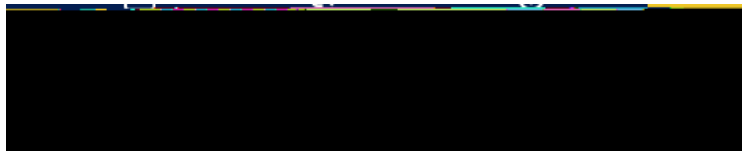
- If a student has never attended, check the NEVER ATTENDED box. Do this for all students who have not attended. Then click the CERTIFY button. You only have to report on those that NEVER ATTEND. If everyone attended, you can just click certify. You must click "certify" on each course you are teaching so the information is submitted to the Registrar's Office, even if all students have been attending.



- When you get the below popup, click "submit"



- You will know you have successfully submitted for the course when you see this in the upper right-hand corner.



- Repeat for all courses, clinicals and lab (with and without credits) listed under the current semester until all have been submitted successfully.
- To check your work, you can return to the Census tab and see a message that reads "There is no census to certify for the section" if you have already submitted for that course.

