

## MIDTERM VERIFICATION STEPS

### Login to myaccess.cod.edu

The screenshot shows the myACCESS 3.1 login page for a guest user. The page features a green header with the College of DuPage logo and navigation links for LOG IN, MAIN MENU, and CONTACT US. A yellow banner contains the text "myACCESS 3.1 powered by DATATEL". The main content area is divided into two columns. The left column contains a "Welcome Guest!" message, a brief description of myACCESS services, and instructions for selecting a user type. The right column contains a vertical menu with four options: "myACCESS for non-credit enrollment", "myACCESS for Students", "Search for Credit Classes", and "I'm New to myACCESS". A footer section includes the text "myACCESS 3.1 powered by DATATEL" and navigation links for LOG IN, MAIN MENU, and CONTACT US.

College of DuPage

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

myACCESS gives students, staff, and the community access to the college's information services.

Select one of the labeled bars to the right:

- [myACCESS for non-credit enrollment](#) - provides non-credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- [myACCESS for Students](#) - provides ability to search for credit class offerings. Admitted students can register and maintain their account.

myACCESS best viewed using Internet Explorer at 1024x768 (Mac users use Firefox)  
System maintenance is performed daily from 2AM-6AM.

myACCESS 3.1 powered by DATATEL

I'm New to myACCESS | What's My Password?

LOG IN | MAIN MENU | CONTACT US

### Click on the myACCESS for Faculty bar

The screenshot shows the myACCESS 3.1 login page for a user named Carolyn. The page features a green header with the College of DuPage logo and navigation links for CHANGE PASSWORD, LOG OUT, MAIN MENU, and CONTACT US. A yellow banner contains the text "myACCESS 3.1 powered by DATATEL". The main content area is divided into two columns. The left column contains a "Welcome Carolyn!" message, a brief description of myACCESS services, and instructions for selecting a user type. The right column contains a vertical menu with four options: "myACCESS for non-credit enrollment", "myACCESS for Students", "myACCESS for Employees", and "myACCESS for Faculty". A footer section includes the text "myACCESS 3.1 powered by DATATEL" and navigation links for CHANGE PASSWORD, LOG OUT, MAIN MENU, and CONTACT US.

College of DuPage

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome Carolyn!

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myACCESS 3.1 powered by DATATEL

I'm New to myACCESS | What's My Password?

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

### Click on the Midterm Verification/Final Grading link

FACULTY - MYACCESS FOR FACULTY MENU Welcome Carolyn!

**User Account**

[I'm New to myACCESS](#)  
[What's My Login ID For myACCESS?](#)  
[What's my password?](#)  
[Personal Contact Information Change Request](#)

**Personal Profile**

[Position Summary](#)  
[Leave Plan Summary](#)  
[My Stipends](#)

**Communication**

[My Documents](#)

**Faculty Information**

[My Advisees](#)  
[Advisees](#)  
[Class Roster](#)  
[Midterm Verification/Final Grading](#)  
[Search For Credit Classes](#)  
[Student educational planning](#)  
[Student Profile](#)

Select the term to be verified.

FACULTY

### Midterm Verification/Final Grading

Select a term or date range to restrict your class list

Term  Start Date  End Date

Select Midterm Verification from the drop down box AND select the class to be verified. The status under the Midterm Verification column will inform you if the class is not yet ready for midterm verification.

FACULTY Welcome

### Verification / Final Grading

Final Grading or Midterm Verification

Choose One	Class Name and Title	Start Date	End Date	Midterm Date	Meeting Times	Days of Week	Term	Midterm Verification
<input checked="" type="radio"/>	BUSIN-1100-CIL10 Introduction to Business	05/26/09		06/28/09				Ready
<input type="radio"/>	CHEM-1211-001 General Chemistry	05/30/09	06/09/09	06/28/09			2009SU	NOT Ready
<input type="radio"/>	MATH-0482-001 Fnd Collge Math II	05/26/09	08/02/09	06/28/09	08:00AM - 03:50PM	S	2009SU	NOT Ready
<input type="radio"/>	MATH-1102-001 Math Health Sciences	05/26/09	08/02/09	06/28/09			2009SU	NOT Ready
<input type="radio"/>	PHYSI-1202-021 General Physics II	05/25/09	08/02/09	07/05/09	02:00PM - 02:50PM	MWVF	2009SU	NOT Ready
<input type="radio"/>								

## How to verify enrollment?

- If all of your enrolled students are actively pursuing the course, click on the box marked "set all students to active".
- Otherwise mark each student as:
  - A = Actively pursuing course objectives
  - N = Not actively pursuing course objectives
  - W = to be withdrawn by instructor for failure to pursue course Objectives
- For students marked W (withdrawn), indicate their last date of attendance, or click the box indicated if they never attended.
- You must update all students in the same process.

FACULTY				Welcome Carolyn!			
<b>Midterm Verification</b>							
<b>Class Name</b>	<b>Title</b>	<b>Location</b>	<b>Term</b>				
ART-1100-902	Intro to the Visual Arts	Main Campus	Summer 2009				
<b>Instructor</b>	<b>Set all students to Active?</b>						
Mrs Carolyn A. Dockus	Check box to activate & click [SUBMIT] <input type="checkbox"/>						
<b>Enrolled Students</b>	<b>ID</b>	<b>Verification Status</b>	<b>Last Date of Attendance</b>	<b>Never Attended</b>			
Custar, James G.	0780067	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Garrett, Julia L.	0525252	<input type="checkbox"/>	06/06/2009	<input type="checkbox"/>			
Kriepke, Angela D.	0164570	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Tortoriello, Nicole M.	0164592	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Wolski, Michael A.	0161705	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Dropped Students</b>	<b>ID</b>	<b>Status</b>	<b>Drop Date</b>				
Klima-Joniec, Joanna A.	0200902	D	06/14/09				
Schumar, James F.	0100902	D	06/10/09				
By clicking [SUBMIT], I certify that the listed students, except where noted otherwise, are pursuing course objectives and I have proper documentation to support this certification.							
<b>SUBMIT</b>							

**Congratulations – you are done!**