Instructions for Completing Enrollment Verification

2019-2020

1. Sign in to MyConnect.

2. On the homepage, click on the link next to Outstanding Progress Surveys in the middle of the page:

3. This will take you to your “Progress Surveys” tab in the “Students” section. There is a drop down menu at the top of the page that will have a list of all surveys that need to be completed:

4. Once you have a roster, click the box in the “student has never attended class” column or “never logged into online course” column if they apply to a student. The student will receive a warning email from the Registrar and be administratively dropped from the course.
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5. The Submit button is at the top and bottom of the page.

6. If all students are attending, submit with no check marks. This will formally confirm that all students are attending the course. Students who are not marked for a flag will NOT receive any notifications for this survey.

7. To Access your student tabs and rosters when the survey link is gone, click on the three-line icon in the upper left hand corner.

   ![Starfish interface](image-url)
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8. The menu that used to be at the top of the page is displayed. The down arrows will open the tab list:

- Home
- Appointments
- Students
  - My Students
  - Tracking
  - Zoom In
  - Attendance
  - Progress Surveys
- Services