

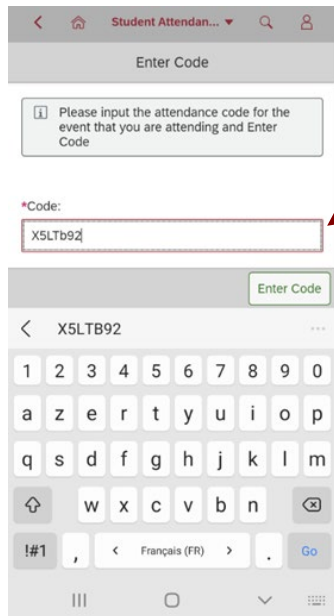
My DMU update – Submit Attendance

A quick start-guide to using your new tile.

Do More. See more. Have more control

Use the Submit Attendance tile to register your attendance for online sessions or when swipe readers are not present in your teaching rooms. Your tutor may provide a QR code or a 7-digit code. You can use either method to register your attendance.

7-digit code – your tutor may share the 7-digit code only or both – If you prefer to enter the code, please access the Submit Attendance tile in myDMU which will bring up the screen to enter your code

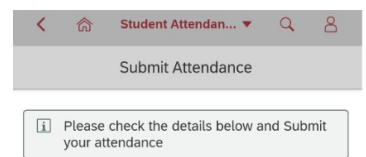


Enter code in the bar – ensure you submit the code as is provided – the code is case sensitive

Click 'Enter Code'

QR code - If you prefer to register your attendance using the QR code that your tutor has shared, please use your phone QR reader.

This will open up your Submit Attendance tile.



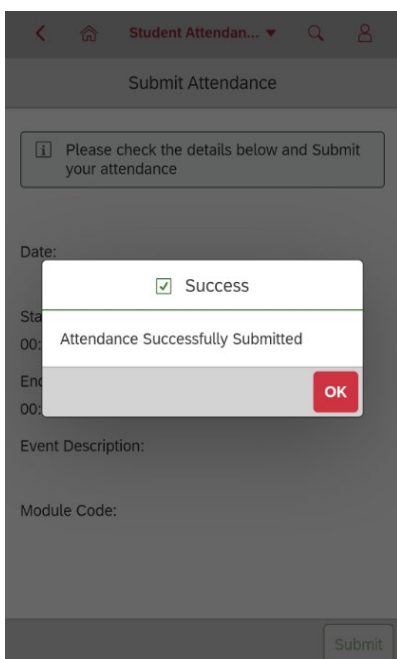
Both ways will then bring you to this screen

Date: 22.09.2022
Start Time: 11:00
End Time: 17:00
Event Description:
Module Code: ACFI2393

If you are late, the screens will not allow you to register your attendance – please speak to your tutor.

Check all the details are correct such as date, time and module.

Click 'Submit' to register your attendance for that session. This will be greyed out if you try to register attendance after the event



Your attendance will be registered and a confirmation will be provided

Please do register your attendance either by swipe reader, code or notifying your tutor if no means are available.