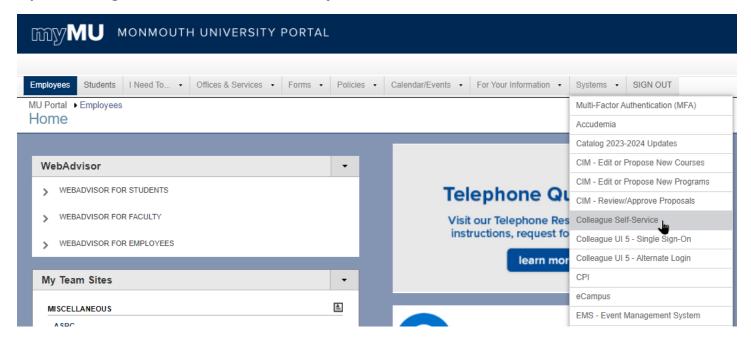
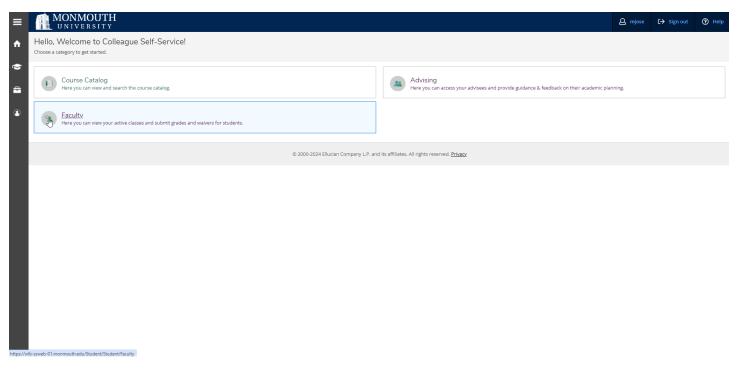
# New Roster Verification Process (as of 09/2025)

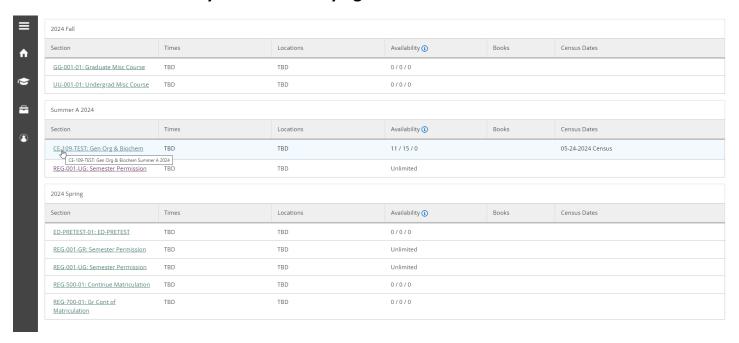
#### **Open Colleague Self-Service from the myMU Portal:**



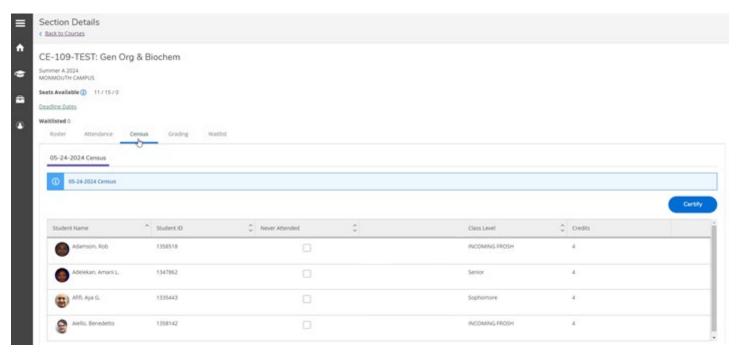
## **Click on the Faculty Category/Tile:**



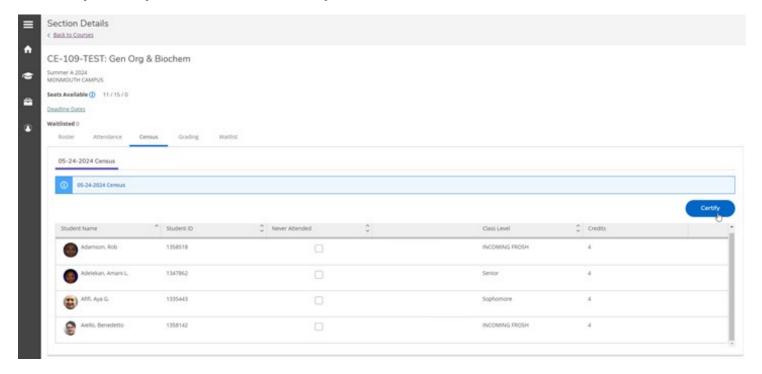
#### Select the Course Roster you will be verifying:



## Once you have opened the Course Roster you will be verifying, Click on the Census Tab:



From within the Census tab, you can mark students as Never Attended or their last date of attendance and click "Certify" once complete. If no changes are necessary, and Roster is correct, you can just click on the "Certify" button to confirm the Roster:



Please note: Once you have clicked "Certify" you can no longer make changes or updates to the Roster. You will have to contact the Registrar's office by emailing <a href="mailto:regol@monmouth.edu">regol@monmouth.edu</a>