

# Marking Attendance

## Where to Start

1. Go to <http://www.southcliff.com/access>
2. Click on the link ACCESS Southcliff (this will open a new window where you will sign in)

## How do I login? -New Users

1. For first-time users click on the "Need a login? [Click here](#) link.
2. Fill in the email address we have on file for you and your first and last name.
3. Click **Find Me** (If you do not know which email address we have on file for you, you may email Rhonda Jackson at [Rhonda@southcliff.com](mailto:Rhonda@southcliff.com) or call the office at 817-924-2241.
4. Check your email inbox for an email with your login information.
5. Click on the box that says an email has been sent to you.  
(this takes you back to the Sign-In page)
6. Fill in your email address and the password from the email in your inbox.
7. Once you have successfully logged in, you will be prompted to enter a new password. The password you create must be at least 6 characters in length and contain at least one number. This password will be used for all future logins.

## How do I mark Attendance?

After you are logged on:

1. Under **Groups** select **My Groups** on the right side of the screen.
2. Click on the drop down arrow next to your group.
3. Choose **Mark Attendance** from the dropdown menu and click **Go**.
4. Select the date you wish to mark attendance for at the top of the page next to **Marking Date**.
5. Click **Go** to get a list of your class roster.
6. Click on the box next to the each persons name who is present.
7. If a person is not present make sure their box is not checked.
8. For visitors- scroll down to the bottom of the page and enter their names in the space provided.  
Be sure to separate each name with a semi-colon.
9. Enter the Total Number of Attendees (Members and Visitors).
10. Click "Submit".

**Note:** It is easy to forget to mark the date on the calendar and enter attendance for the wrong date. If this should happen please reenter the attendance for that same date with no members selected and re-submit. This will erase your previous work. Then begin again with the correct date and the correct attendance.

**Adding a Member to your Class** After you log in to Access. Double click on your group name (for example, **Young Married**) Your roster should come up. Just above the first name on your roster there should be a button labeled **Add to Roster**. Click on this button and enter the persons last name followed by their first in the space provided. Then click **Run Search**. If you are unsure of the spelling enter as much as you know. Select the person by clicking the box to the left of their name. Then on the right you will select the class position. Click the **Add** button to add them to the class.

## **Having Problems?**

Contact Rhonda Jackson at [Rhonda@southcliff.com](mailto:Rhonda@southcliff.com) or call the office at 817-924-2241.

IT'S NOT ABOUT RELIGION...IT'S ABOUT A RELATIONSHIP!

Southcliff Baptist Church

