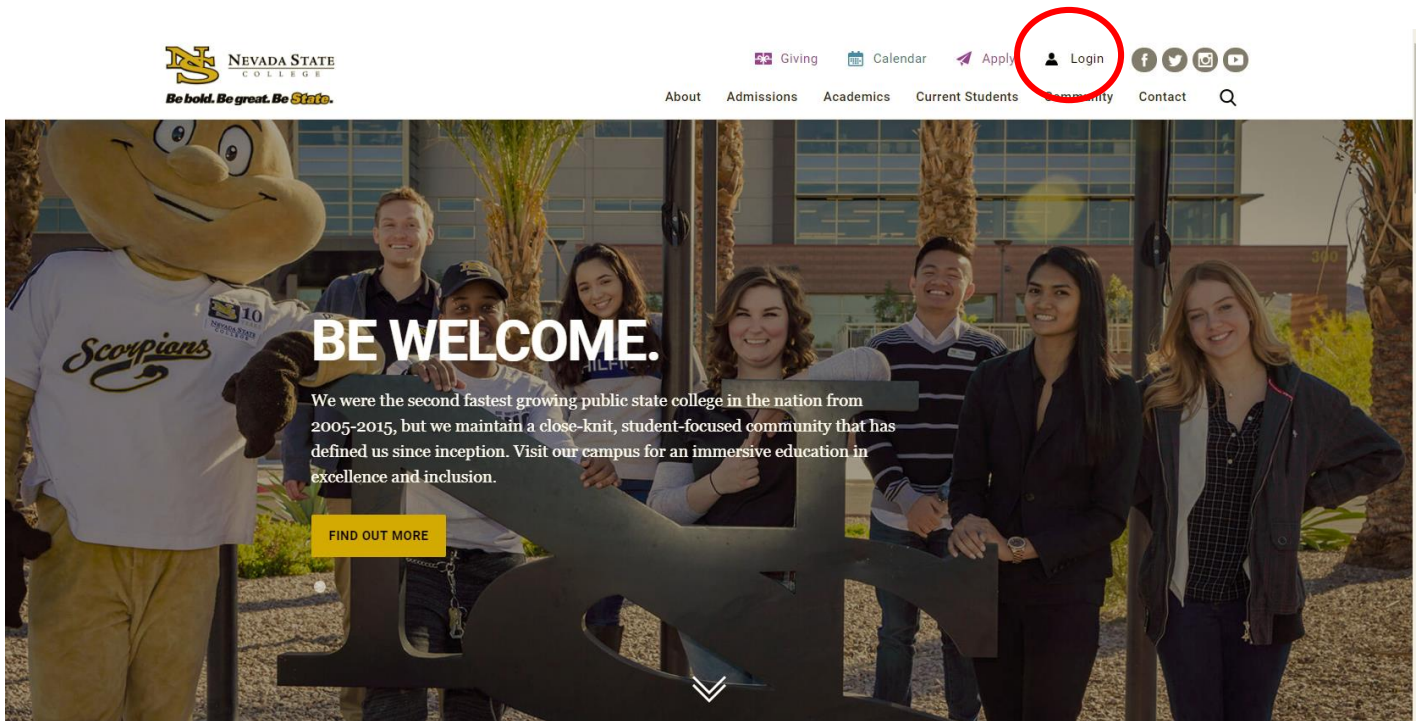




Step 1: Go to the [NSC website](#) and click the Login icon at the top right hand of the screen.



Step 2: Log in with your **NSHE Number** (student number) and **Password**

**NS** NEVADA STATE COLLEGE

## Sign In

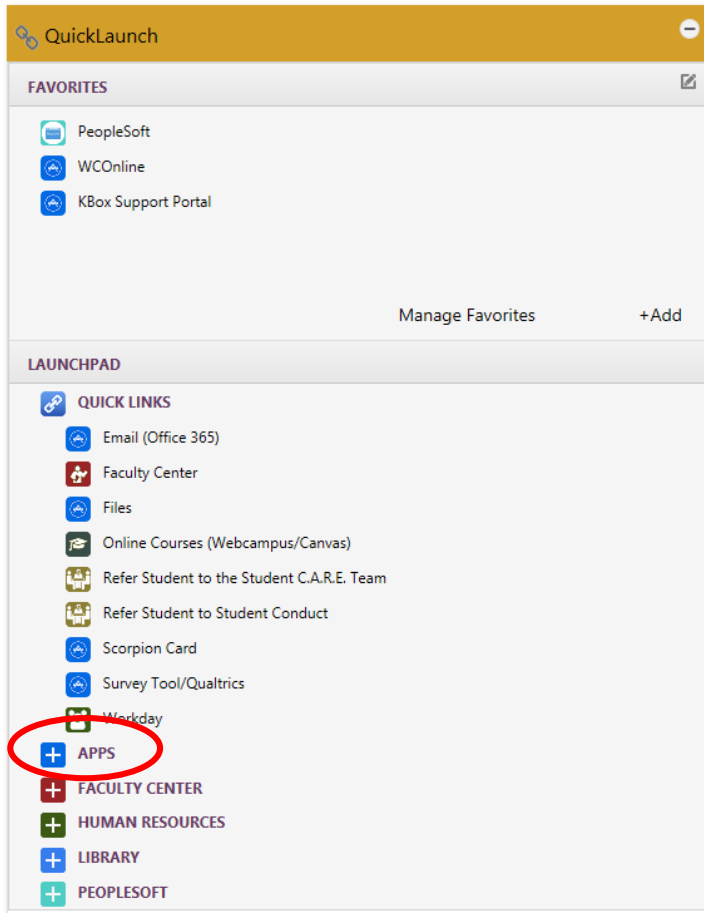
**LOGIN**

[Forgot Password](#) | [First Time Users](#) | [Need Help?](#)

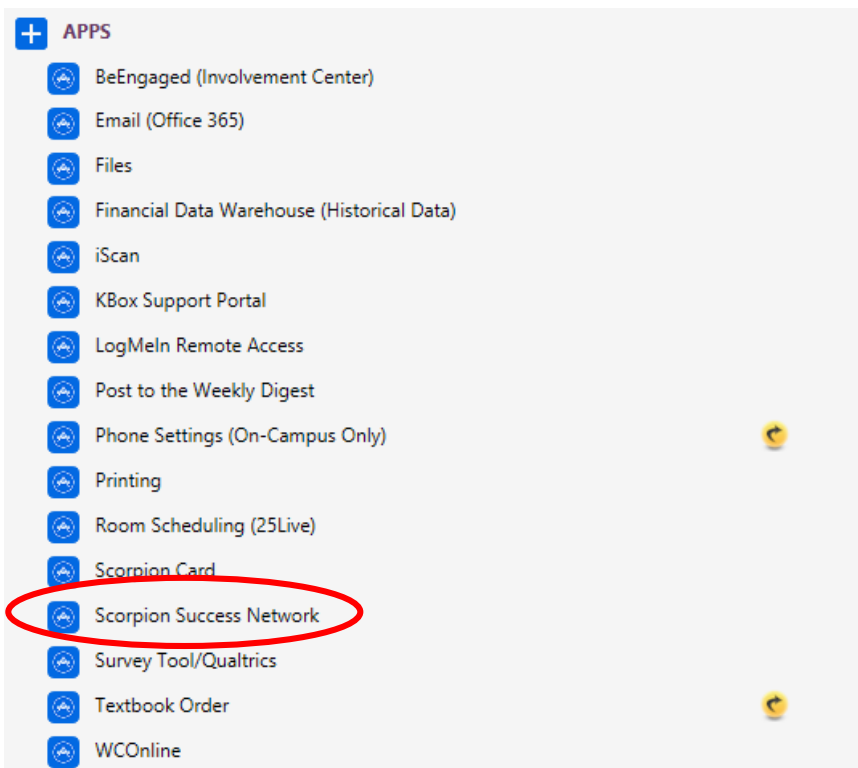
**Terms of Use:**  
By logging into myNSC, you agree to abide by the [NSHE Computing Resources Use Policy](#).



Step 3: Click on **Apps**



Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.

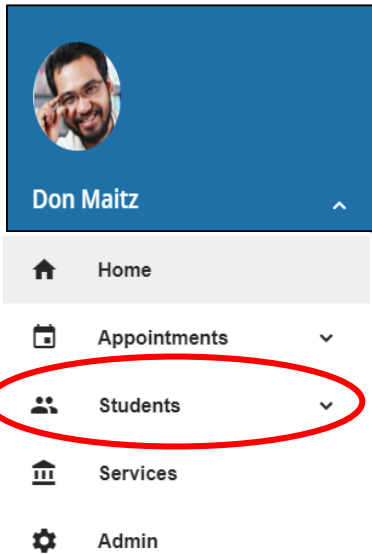




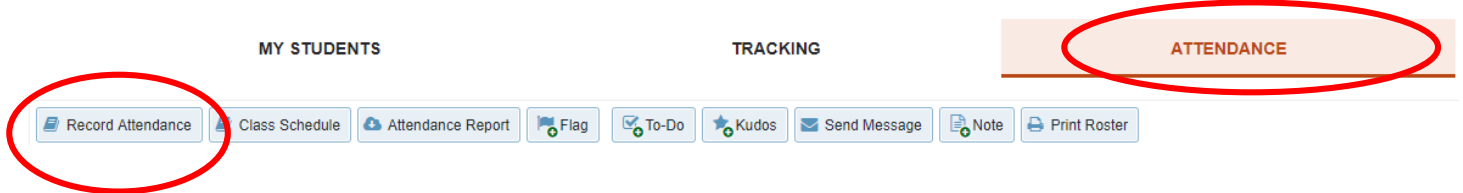
Step 4: Click on the three lines on the left side of the screen



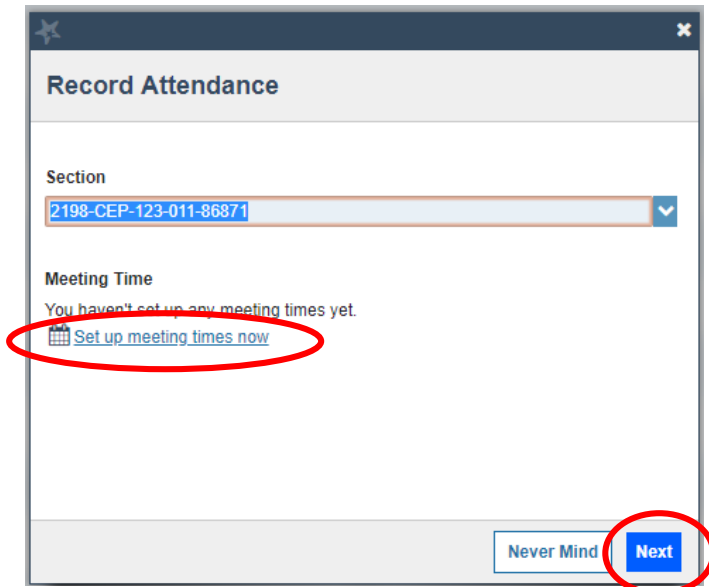
Step 5: Click “Students” as shown below



Step 6: Click **Attendance** then click **Record Attendance**



Step 7: If no meeting times are scheduled, you can select **Set up meeting times now**.





Step 8: **Schedule:** Courses that meet regularly

**Single Meeting Time:** If you want to input a single event or meeting that you class had outside normal class times.

For the purpose of this guide, we are going to assume that the class meets regularly. We are going to select **Schedule** and then complete the blue sectioned off box indicated in the picture below

Once you have selected your assigned class day and time, click submit.

**Set Up Meeting Times**

2198-CEP-123-011-86871 - College and Career Success

**Schedule**  
*Create a schedule if your course meets regularly.*

**Single Meeting Time**  
*Not meeting on a regular basis? Start with a single meeting time and add more when you need them.*

+ Schedule

**Schedule**

Sun  Mon  Tue  Wed  Thur  Fri  Sat

to

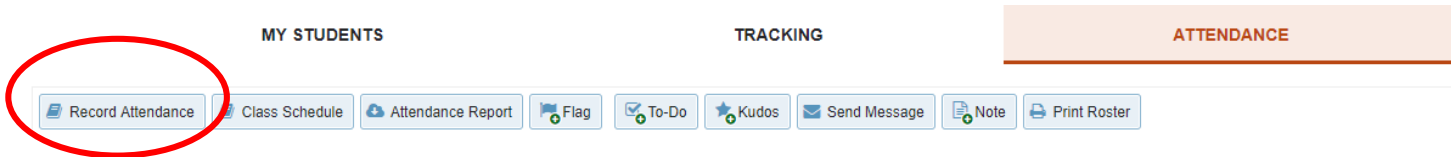
\* All Fields Required

Never Mind **Submit**

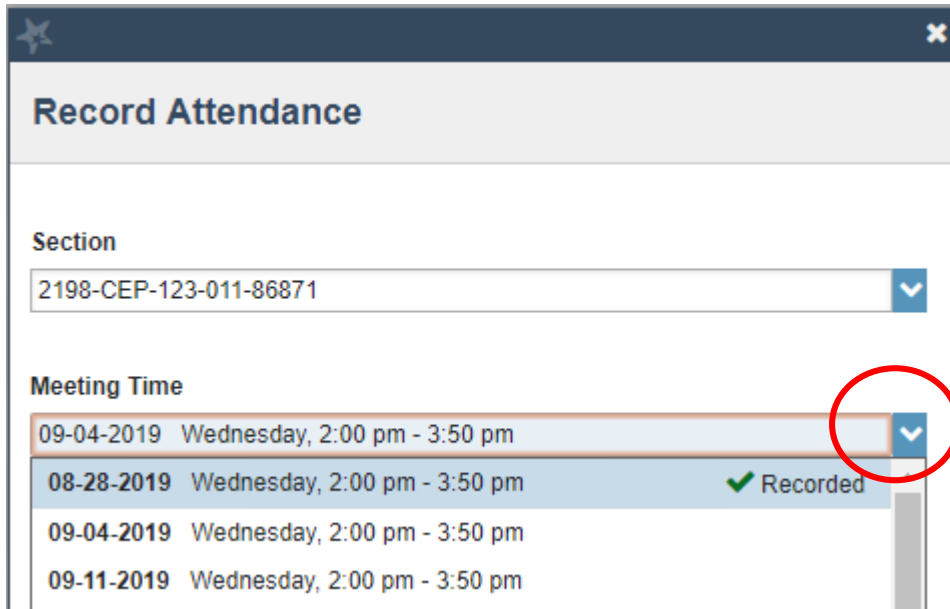




Step 11: If you want to double check that the attendance that you just recorded is saved, you can click on **Record Attendance**



Step 12: Click the drop down menu and you can see the green check mark to indicate that that specific day has been recorded.



Step 13: If you would like to edit that any recorded attendance, select the date and click **Next**

