

NazNet Roster Verification Process

1. Log into NazNet Self Service <https://myNaznetss.naz.edu/> with your MyNaz username and password. Having account access issues? Contact IT Services at usl@naz.edu or 585-389-2111 for assistance.
2. Once logged in, click on the “Faculty” menu button.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, banking information, and timecards.	 Course Catalog Here you can view and search in course catalog
 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	 Faculty Here you can view your active classes and submit grades and waivers for students.

3. Click on a course section to do the roster verification process.



Section	Times	Locations	Availability	Books	Census Dates
CIS*241-01: Spreadsheet Applications	M/W/F 9:30 AM - 10:20 AM 1/17/2022 - 5/9/2022	Smyth Hall, 261 Standard	1 / 21 / 0		Census 4/22/2022 Census
CIS*241-30: Spreadsheet Applications	T 6:00 PM - 8:40 PM 1/17/2022 - 5/9/2022	Smyth Hall, 261 Standard	1 / 21 / 0		Census 4/22/2022 Census

4. Choose the “Census” tab.
5. For each student:
 - A. If they **never attended** a single class check the box in the “Never Attended” column.
 - B. If they have **stopped attending** classes enter that date in the “Last Date of Attendance” column.
 - C. If they are **attending regularly** do not do either step A or B – leave their line blank/untouched.
 - D. If they are **attending regularly and not on your course roster**, please email registrar@naz.edu with course info (ex: ABC*123*01) and student’s full name.
6. Click “Certify” when you are done with the roster verification process.



CIS*241-01: Spreadsheet Applications

Spring 2022
Nazareth College

M/W/F 9:30 AM - 10:20 AM
1/17/2022 - 5/9/2022
Smyth Hall, 261 Standard

Seats Available 1 of 21

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Census** Grading Waitlist

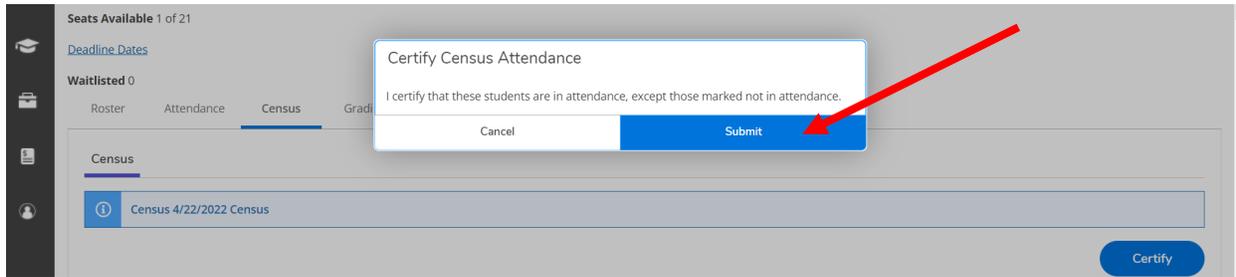
Census

Census 4/22/2022 Census

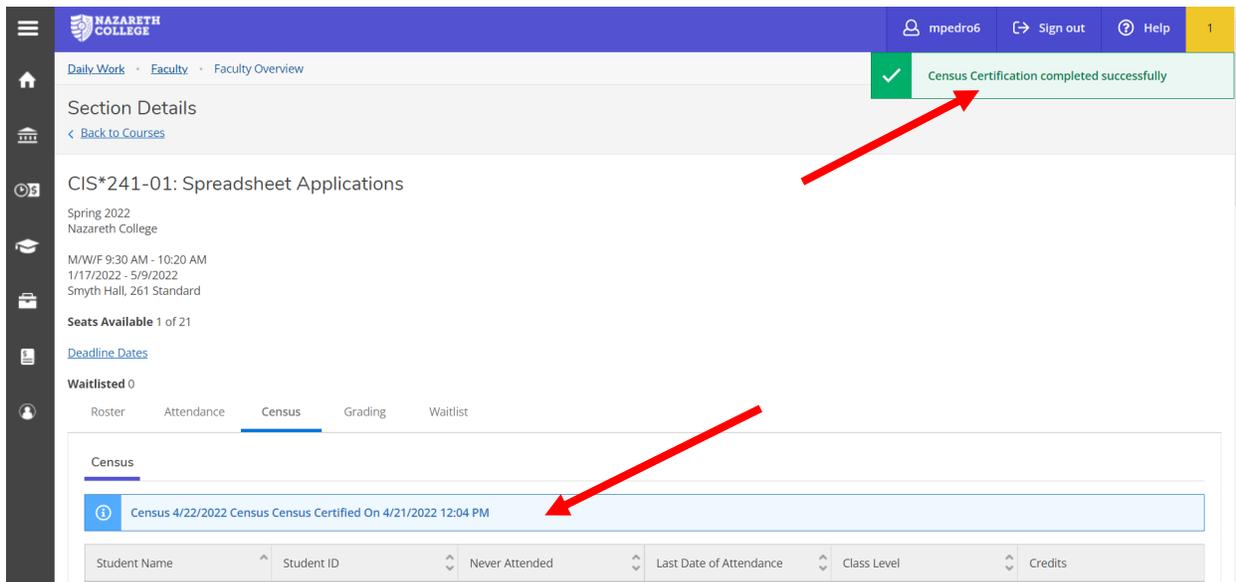
5A 5B 6 **Certify**

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Collins, Alicia	1234567	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Senior	3

- In the next step, choose "Submit" to certify your roster verification. Note: "Cancel" allows you to return to the roster and make changes if needed.



- A confirmation message will appear in green at the top of NazNet indicating your roster was submitted successfully and the date/time of submission appears at the top of the roster in a blue banner.



- If you have additional courses, begin the process again from the "Faculty" menu.