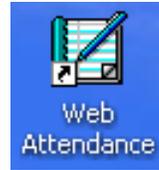# WEB ATTENDANCE for CIMS

Click the Web Attendance icon on the desktop



Or open Internet Explorer and type the web address:
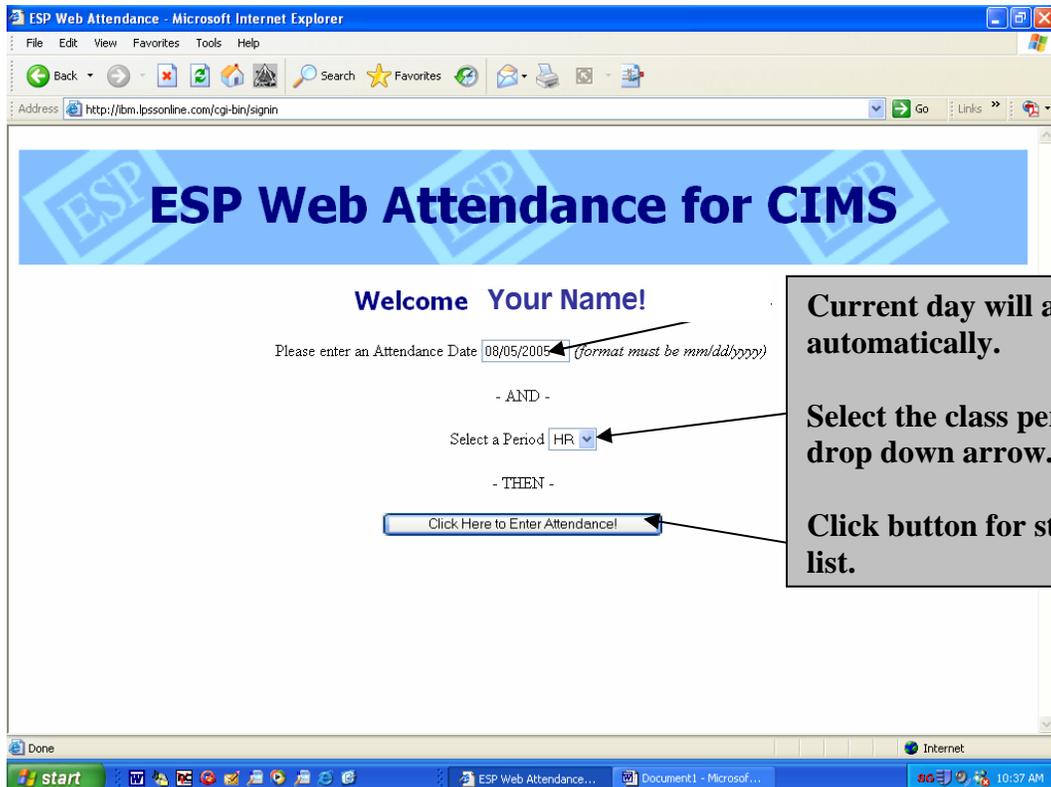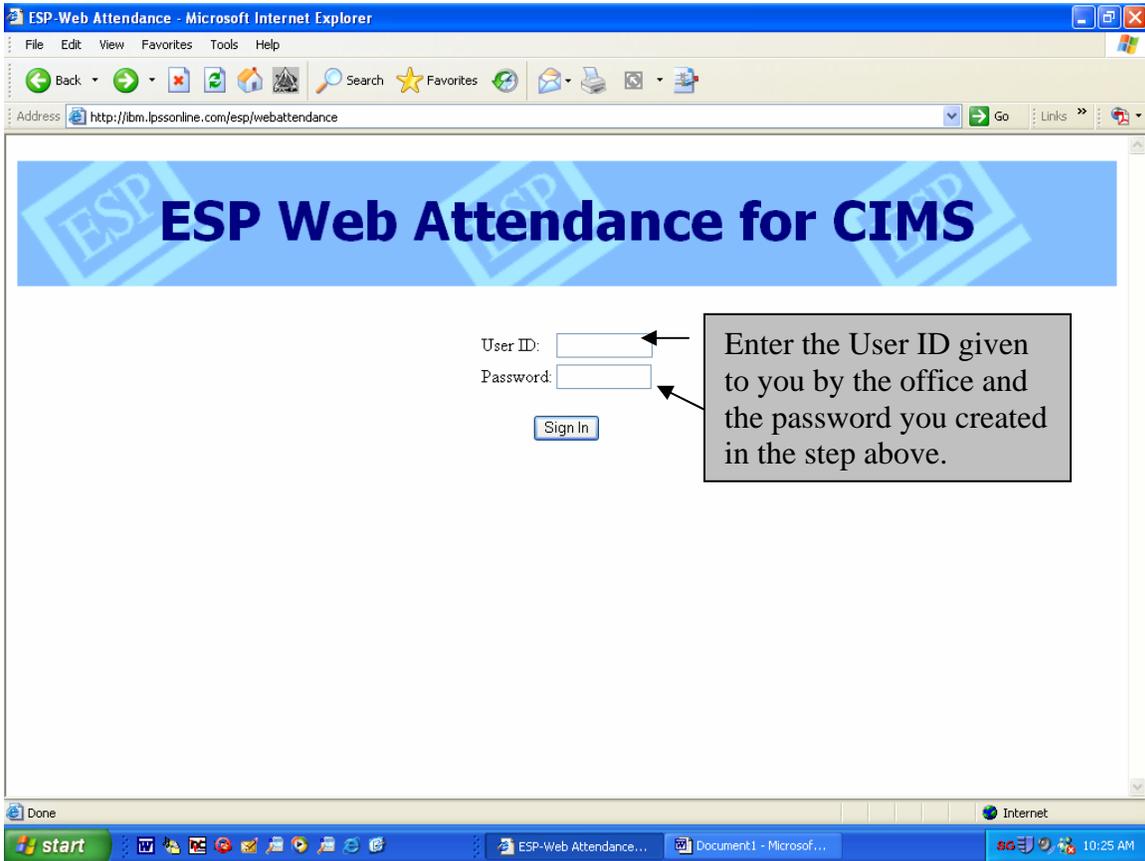
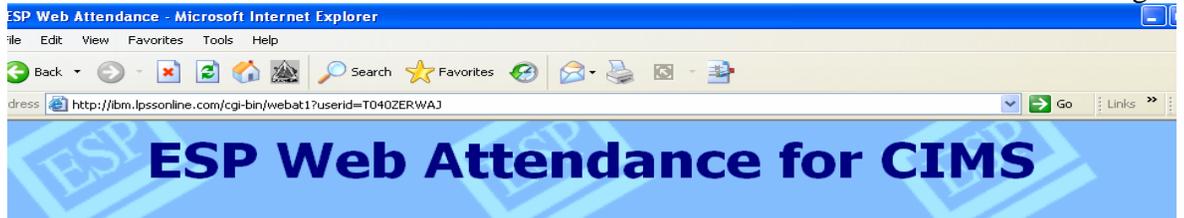## http://ibm.lpssonline.com/esp/webattendance

The first time you login, you will see the following window that **REQUIRES** you to change your password.



IMPORTANT:  Safeguard your password!  Choose something that is easy to remember but that students will not be able to guess!  Make it a combination of letters and numbers or combination of capitals and lowercase letters. Passwords are case sensitive so be sure to type correctly.

Resetting the password has to be done ONLY ONCE--the first time you log in to Web Attendance.  Once password has been changed, the following window will always open when you get to the web attendance site:
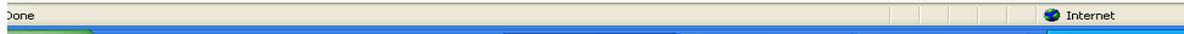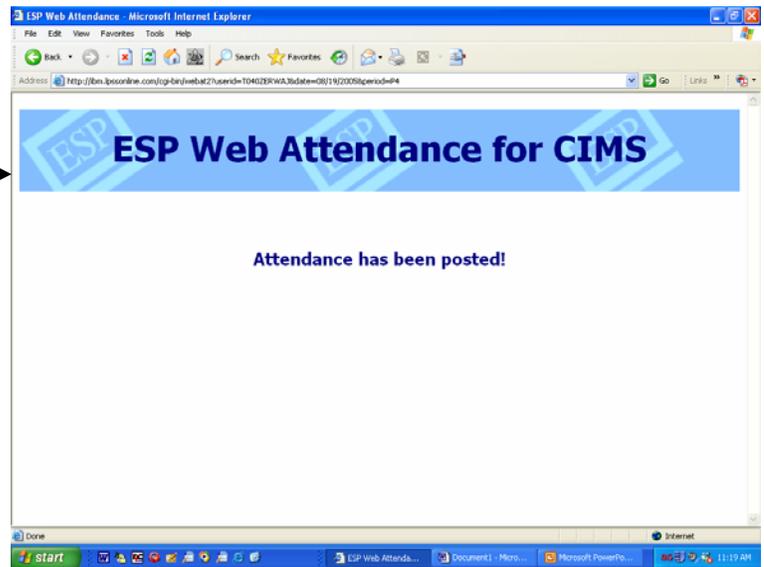
# ESP Web Attendance for CIMS

**Your Name appears here** 08/19/2005 P2

The default is set to *present*.
Click the appropriate button to change to absent or tardy beside each student name.

Click button to send attendance.
**ATTENDANCE MUST BE SENT EVEN IF ALL ARE STUDENTS ARE PRESENT!**

| Attendance Marks | Student Name | Student ID | Sex | DOB | Class | School | Period |
|---|---|---|---|---|---|---|---|
| ⦿ present ○ absent ○ tardy | Students' names will appear in this column. | Students' ID numbers will appear in this column. | M | 02/22/1988 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 06/26/1988 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 01/17/1988 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 10/05/1987 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 02/21/1989 | 11 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 09/09/1987 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 02/15/1988 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | Bob, Jim | 123-45-6789 | M | 02/19/1988 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 07/21/1987 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 01/31/1988 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 09/20/1987 | 12 | 040 | P2 |
| ⦿ present ○ absent ○ tardy | | | M | 10/19/1988 | 12 | 040 | P2 |

Click Here to Post Attendance to CIMS!

**Your Name appears here** 08/19/2005 P2

**This window will appear informing you that attendance has been posted.**

# ESP Web Attendance for CIMS

Attendance has been posted!

Web Attendance monitors the program so if the screen is left unattended for a length of time, it automatically times out. If you try to post attendance and receive a message, **"This page has expired"**, you need to log back in and begin again.