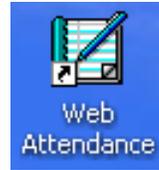


WEB ATTENDANCE for CIMS

Click the Web Attendance icon on the desktop



Or open Internet Explorer and type the web address:

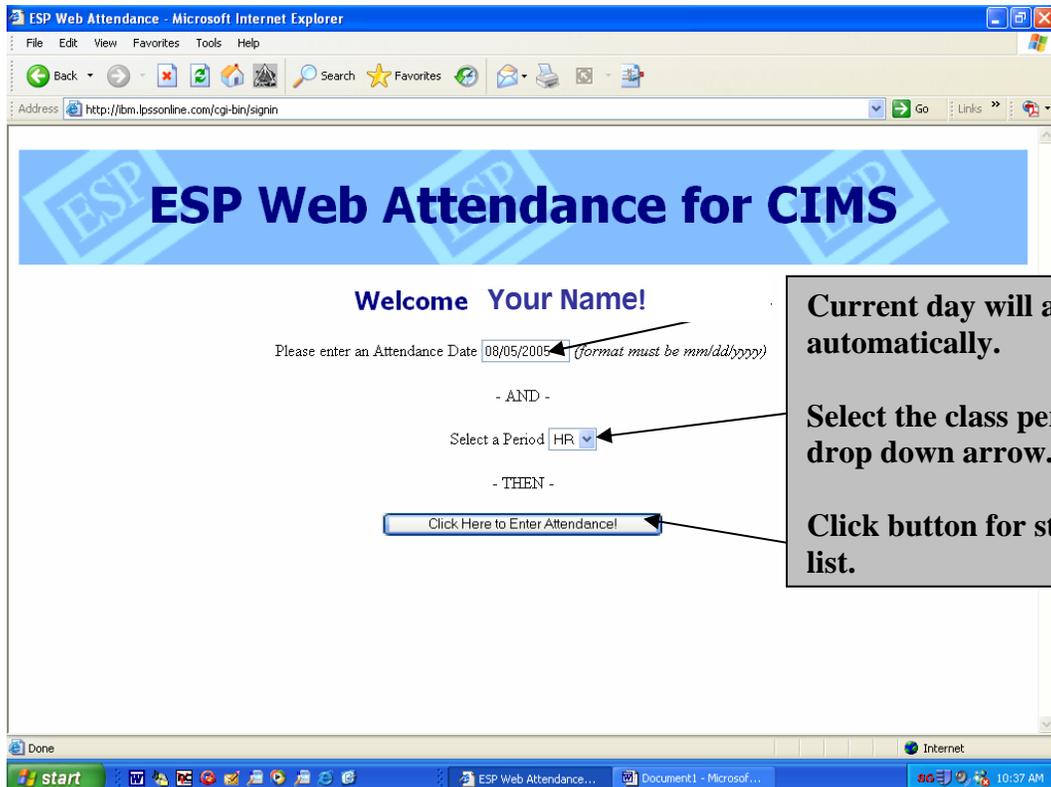
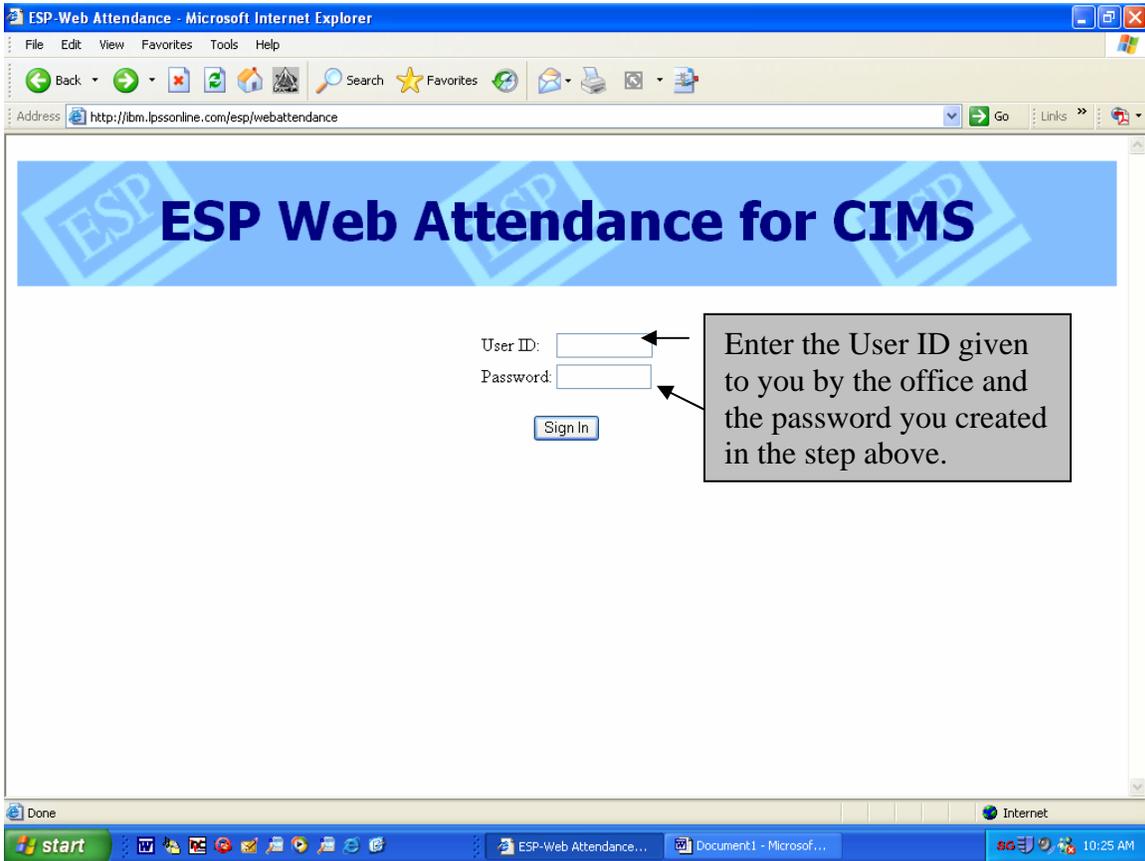
<http://ibm.lpssonline.com/esp/webattendance>

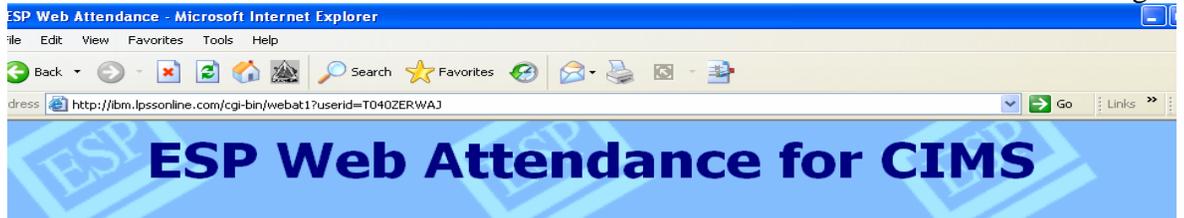
The first time you login, you will see the following window that **REQUIRES** you to change your password.

A screenshot of a Microsoft Internet Explorer browser window. The title bar reads "ESP Web Attendance - Microsoft Internet Explorer". The address bar shows "http://ibm.lpssonline.com/cgi-bin/signin". The main content area has a blue header with "ESP Web Attendance for CIMS" in large white letters. Below the header, the text "Change Password for UserID - YOUR USER ID APPEARS HERE" is displayed. There are two input fields: "Enter a New Password" and "Re-Enter New Password". A button labeled "Click Here to Update Password!" is positioned below the fields. A grey box on the right contains a numbered list: "1. Type new password", "2. Retype password", and "3. Click the button", with arrows pointing to the respective input fields and button. A red note at the bottom states: "NOTE: Passwords are case sensitive. It is recommended to use only lower case characters and numbers (no symbols). Passwords must be at least 4 characters long and cannot be the same as your UserID. If you forget your Password or want to change your Password again later contact your system administrator." The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "11:03 AM".

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:



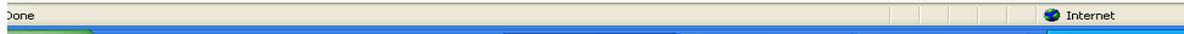


Your Name appears here 08/19/2005 P2

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

[Click Here to Post Attendance to CIMS!](#)

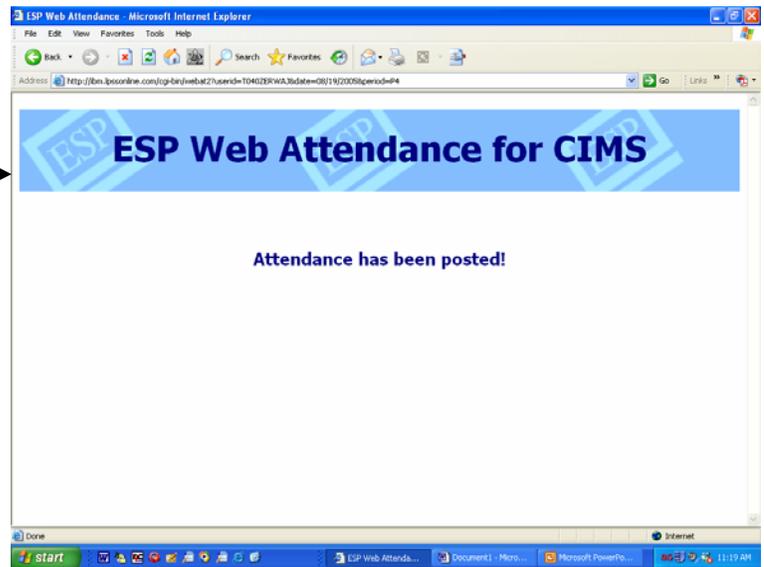
Your Name appears here 08/19/2005 P2



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!**

This window will appear informing you that 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.