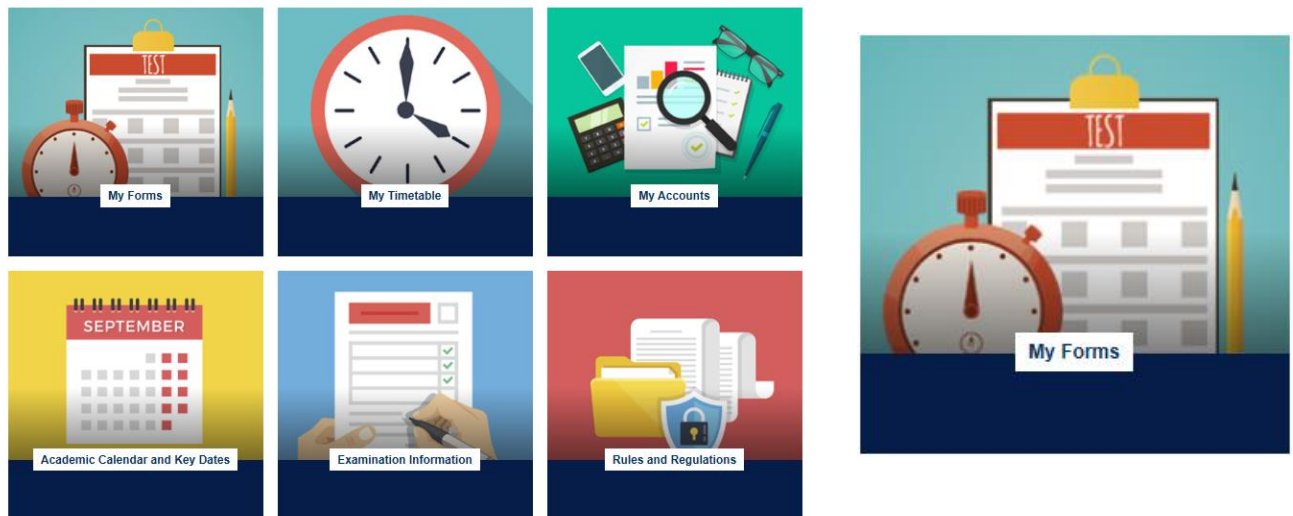


VLE Attendance Enquiry

Step 1: Log into the VLE using the following credentials: Username 3xxxxx / Password DOB in a 6-digit format (DDMMYY). You can access the VLE via <https://arulondon.org/vle/login.php>.

Step 2: Once you have logged in, click on the tab 'My Forms'.

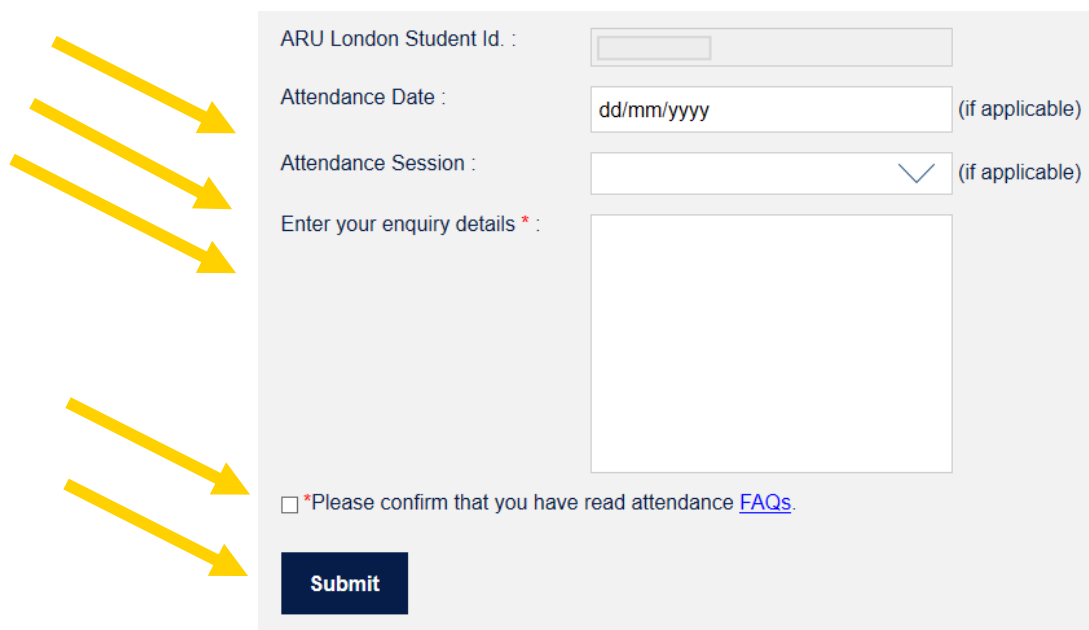


Step 3: Select the 'Attendance Enquiry Form'.

Please choose from following:

- **Letter Request**
- **Timetable Change Request Form**
- **Change of Course Form**
- **Assessments Extension Application Form**
- **Notification of Leave Form**
- **Attendance Enquiry Form**
- **Request for a replacement Attendance card**

Step 4: According to your enquiry; complete the required fields including the date you were marked absent and the session (AM, PM or EV). Please add any additional information that will help the attendance team with your enquiry. Once you have done this, tick confirm and submit.



The image shows a form for submitting an attendance enquiry. It includes the following fields and elements:

- ARU London Student Id. :** A text input field.
- Attendance Date :** A date input field with the placeholder "dd/mm/yyyy" and the text "(if applicable)" to its right.
- Attendance Session :** A dropdown menu with a downward arrow and the text "(if applicable)" to its right.
- Enter your enquiry details * :** A large text area for providing details.
- *Please confirm that you have read attendance [FAQs](#).
- Submit** button.

Five yellow arrows point from the left towards the Student Id., Attendance Date, Attendance Session, enquiry details text area, and the confirm checkbox.

All attendance enquiries will be responded to within 3 - 5 working days and you will be communicated to via your student email.

If you require further support, you can contact the iCentre via:

- Live chat: <https://london.aru.ac.uk/>
- Email: icentre@london.aru.ac.uk
 - Phone: 020 7400 6789