

## Attendance enquiry VLE

**STEP 1:** Login to VLE

**Step 2:** Once successfully logged in. click on the tab “Attendance Enquiry”



**Step 3:** According to your enquiry; complete the required fields including the date you were marked as absent and the session AM, PM or EV. Please add any additional information that will help the attendance team with your enquiry.

**Attendance Enquiry Detail**

Student Id.:

Attendance Date:  (if applicable)

Attendance Session:  (if applicable)

Enter your enquiry details\*:

\*Please confirm that you have read attendance [FAQs](#).

Once details have been filled, click Confirm and Submit.