

## Quick Reference Guide for Certifying Your Class (es) via eConnect

Note: All instructions start from ([www.rlc.dcccd.edu](http://www.rlc.dcccd.edu)). You will need your **7-digit employee ID**.

1. Go to [www.rlc.dcccd.edu](http://www.rlc.dcccd.edu)
2. From the *homepage*, click on **Online Tools**
3. Click on **E-connect**
4. Under the *Main Menu*, click on **Faculty Menu**.
5. Under *Log In*, follow the instructions; enter your **7-digit employee ID number** and **password** and then click on **Submit**
6. Under *My Class Information*, click on Certify My Classes
7. Under *Certify My Classes*, use the dropdown menu to select a **term** and click on **Submit**. (Note: You **DO NOT** have to enter “start and end” dates.)
8. Under *Certify My Classes*, you will see all of your classes. Under the column named “*Choose One*”, click in the *box of the class* you are ready to certify. Now, click on **Submit** (at the bottom of the page).
9. You can now follow the **Attendance Verification** procedures.
  - Make sure you click in the *box of the student(s)* who has “never attended” or *leave the boxes blank* if all students attended at least once.
  - Make sure you click in one of the “*certification boxes*” at the bottom of the page.
  - **You will either click 100% if everyone has attended or the other box if you have noted that some students have not attended (Attendance includes: phone messages, emails, or other contact with student.)**
  - Scroll to bottom; click **Print** BEFORE you click on **Submit**.
  - Finally, click on **Submit** to complete the certification process for that class. (you cannot get back to make a copy for your files)