Electronic Attendance(E-Attendance) User Manual Abstract (For Students)

Office of Academic Affairs

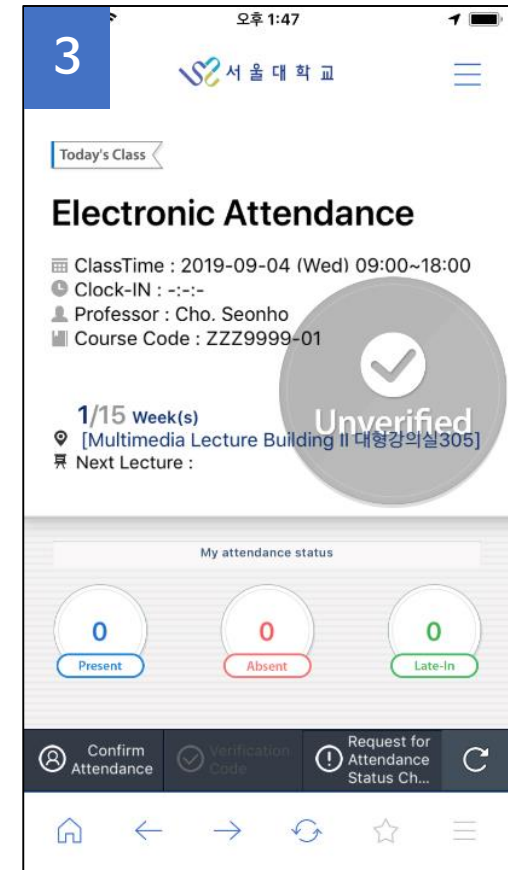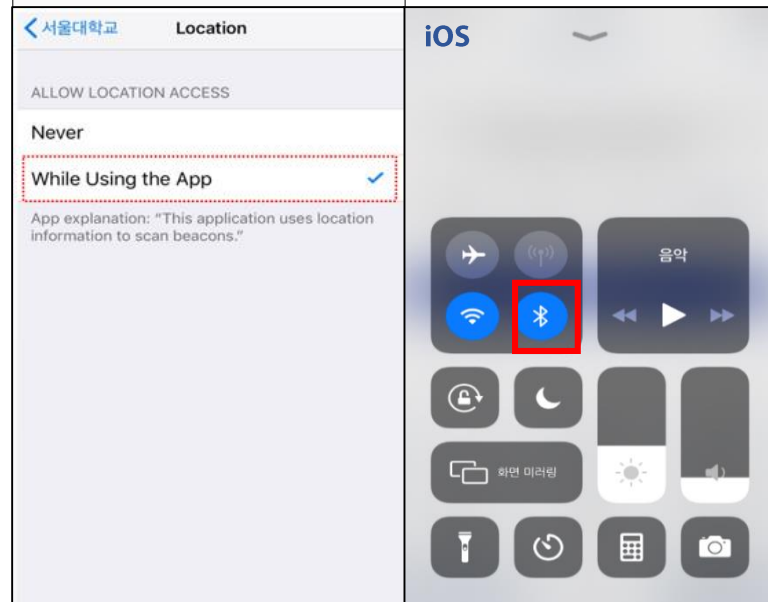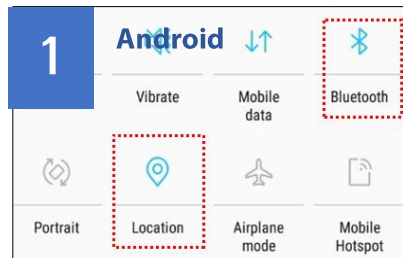**1. Turn on Bluetooth & Location(GPS) on your phone.**
   Location information will NOT be collected.

2. Download 'Seoul National University' App
   Visit Play store(Android)/App store(iOS) > Download 'Seoul National University' App > Click 'E-Attendance' icon
   (※ If you can't find E-Attendance icon, you should update 'SNU' App.)

3. Access to E-Attendance System
   Information of registered courses will be shown.

E-Attendance Icon

Electronic Attendance

4. Check Attendance

Click '**Unverified'** > Status will be changed as **'present'** > Check your attendance in the app.
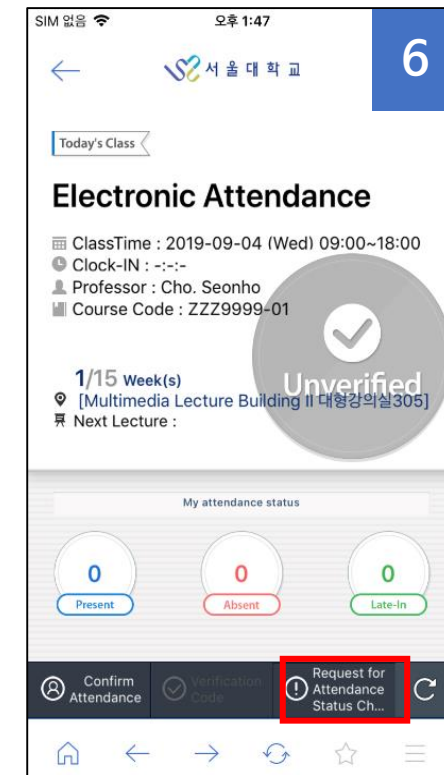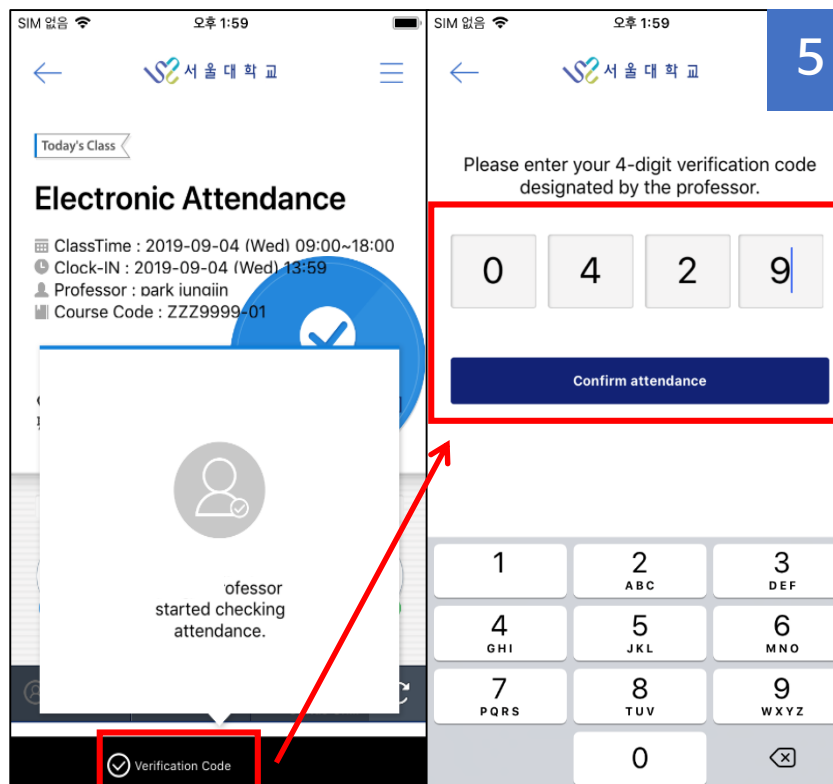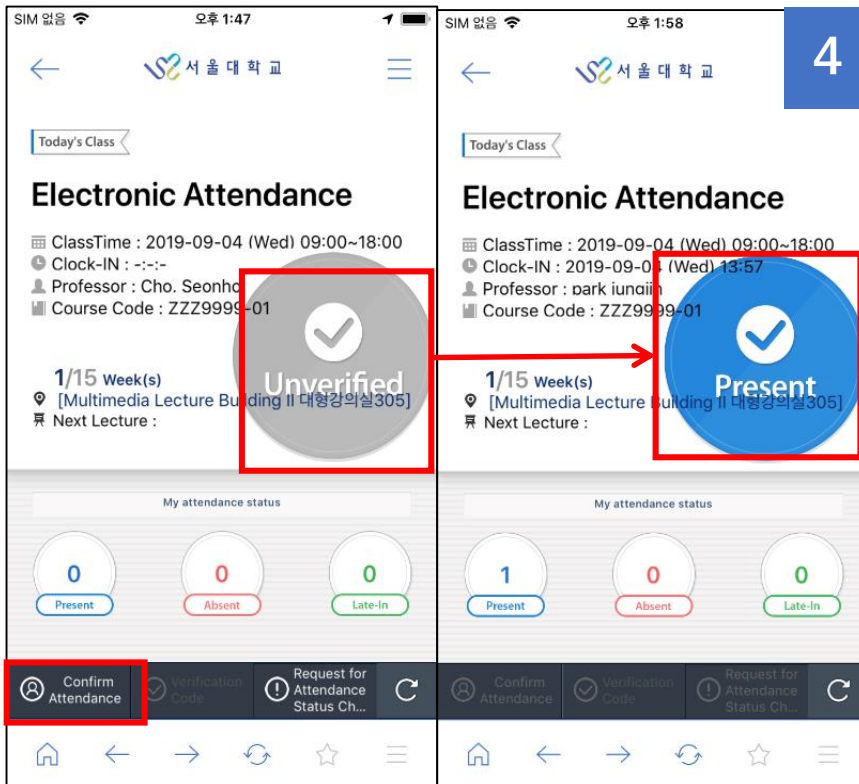(※ If it is not available, students can check attendance by using S-card/Mobile S-card(QR code) & card reader at lecture room door.)

5. Check Attendance by Verification Code (Optional-Available only during class time)

Instructors inform students of verification code(4-digit-number) > Students enter the code in given time > Attendance check completed.

6. Request for Attendance Status Change

Students request for attendance change > Instructors approve or reject the request.

1. Access to E-Attendance System

Visit https://scard1.snu.ac.kr/ > Login by mySNU account(mySNU ID & password)

2. Home Screen

Information of registered courses will be shown.

3. Search Attendance Status

Students can check their attendance status of registered courses.

4. Request for Attendance Status Change

Students request for attendance change. > Instructors approve or reject the request. > Students can check request results.
(※ Maximum capacity of attachment file is 3MB.)

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HOME

Search Attendance Status

Search Timetable

Search Class Information

Request for Attendance Status Change

Board

Change Permissions

Details of Request

Select the Course	Electronic Attendance (ZZZ9999-01)
Class Time	2021-05-07(금) 1500 ~ 1550
Current Attendance Status	Absent
Requesting Status	Present
Reason	Select
Evidentiary Document	3MB 이하 파일만 가능 Search

Confirm Cancel

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HOME

Search Attendance Status

Search Timetable

Search Class Information

Request for Attendance Status Change

Board

Change Permissions

Select Semester	2021 Spring Semester	Course Title	All
Results	All		

Search

Results

Class date	Course Code /Separated class	Course Title	Instructor	Room	Class Time	Change of Attendance Status Current	Request	Results
2021.05.07	ZZZ9999-01	Electronic Attendance	park jungjin	대형강의실305	FRI 15:00 - 15:50	Absent ▸	Present	Processing

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Register a Request for an Attendance Status Change

03 Contacts for E-Attendance System Inquiries

Classification	Contact
First contact	**Course Teaching Assistant(TA)/ Department Office of registered course**
Second contact	**S-CARD Website(scard1.snu.ac.kr) Q&A** **(Menu) Board > Q&A > Category: e-attendance**
E-Attendance Inquiries	**Department of Academic Affairs(02-880-5042)**
Card reader Inquiries	**Department of Students Affairs(02-880-5249)**