# Faculty CI-Web Attendance - Logging into CI-Web

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREENSHOT</th>
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</table>
| **1. Open the internet.**
   Go to the following link: [http://webatt.rsccd.edu](http://webatt.rsccd.edu) to open the CI-Web. | ![Screenshot of the CI-Web login page](image1.png) |

| **2. To log in:**
   A. Enter your Datatel ID in the Datatel ID field.
      Example: 1026270
   B. Enter the last four of your Social Security Number in the Password field.
      Example: 5114
   C. Click the Log In button. |
| ![Web Attendance Collection log in form](image2.png) |

- **NOTE:**
  - Your Datatel ID is on your pay stub; it begins with “092-“
  - Or contact your division office in order to retrieve your Datatel ID.

| **3. You will be prompted to change your password:**
   A. Enter your Datatel ID in the User Name field.
   B. Enter your new password in the New Password field.
      Your new password must be at least 7 characters long and contain at least one symbol such as ! % $ * etc.
   C. Re-enter your new password in the Confirm New Password field.
   D. Enter your college email address in the E-mail field
   E. Enter a security question in the Security Question field.
   F. Enter the answer to your security question in the Security Answer field.
   G. Click the SUBMIT button. |
| ![Password change form](image3.png) |

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<tr>
<td>4. Click the Continue to login button to log in with your new password.</td>
<td>Welcome to Web Teacher Attendance site. IMPORTANT: To make your account secure, you need to complete following security process Complete. Your account has been successfully created. Please continue to login with new password. Continue to login.</td>
</tr>
</tbody>
</table>
| 5. To log in:  
A. Enter your Datatel ID in the Datatel ID field. Example: 1026270  
B. Enter the new password you just created.  
C. Click the Log In button. | Web Attendance Collection  
Log In  
Datatel ID: 02-1026271  
Password: ********  
Remember me next time. | Log In |
| 6. Your class section list can now be accessed. Skim over the various information in the section list. Of note is the Type column that identifies the attendance collection method. | SECTION LIST  
Master class list: Stuart Davis  
Click a section number you want to take or view attendance  
<p>|</p>
<table>
<thead>
<tr>
<th>Section Number</th>
<th>Section Name</th>
<th>Section Title</th>
<th>Term</th>
<th>Location</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>22690</td>
<td>AGR-030-213990</td>
<td>First Aid/Therapy</td>
<td>2009SU</td>
<td>SCC</td>
<td>North</td>
</tr>
<tr>
<td>24338</td>
<td>ABE-000-24338</td>
<td>Adult Basic Education</td>
<td>2009SUN</td>
<td>GEC</td>
<td>Daily</td>
</tr>
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