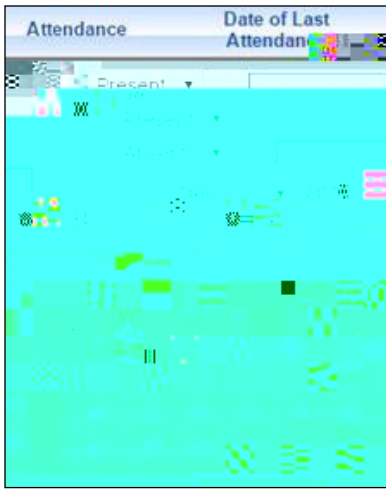
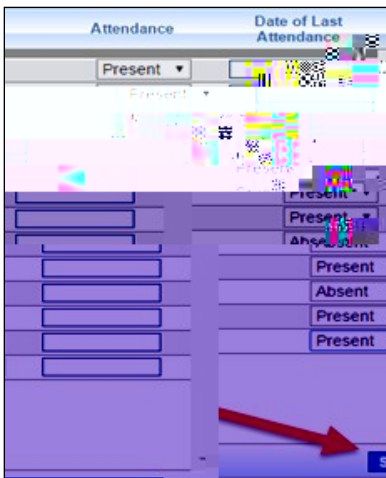


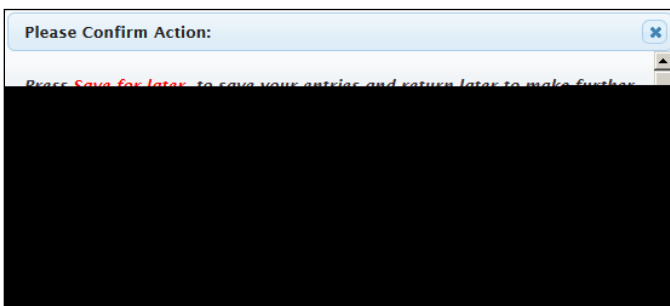
Entering and Submitting Attendance Verification in INGRESS



5. After attendance verification data are entered, select Save for later / Submit .



A confirmation window will display with three options.



Save for Later will save the current information with the option to complete data entry at another time before final submission.

Submit will transmit the students' attendance verification to their home institutions. The transmission is processed through INGRESS and the attendance verification is made available to the home institutions every two hours daily, beginning at 9:20 a.m. Once submitted, the user will not be allowed to make further data entry updates.

Cancel will close the window and return to the previous screen.

