SUBMITTING YOUR ENROLLMENT VERIFICATION ROSTERS

This document provides the detailed steps necessary to submit your enrollment verification rosters using accessBCC.

LOG IN TO YOUR accessBCC ACCOUNT

1. Point your web browser to the BCC web site at www.bristol.mass.edu or www.bristolcc.edu.
2. Click the accessBCC logo (sample above) and the main log in page will be displayed.
3. In the Secure Access Login box, enter your User Name and Password and then click the Login button.
   a. If you have not already set up your account, you can click on the Set Up My Account link and you will be stepped through setting up your account. If you attempt to set up your account and continually get a message that your User Name has not been found, there is a chance that you have not been officially assigned to your course in the computer system (more likely occurrence for part-time adjunct faculty). Please contact us at the telephone number listed below and we can assist you.
   b. If you have forgotten your User Name or Password, click on the appropriate link and the system will assist you in re-setting your account. It will prompt you to answer the secret question you established when you first set up your account. If you are unable to remember the answer to that question, please contact ITS. To ensure your continued privacy, if we don’t know you personally, you may be asked to visit one of our offices with a picture ID.
4. After entering your User Name and Password the main accessBCC page will be displayed. The My accessBCC page/tab will always be displayed first. Here you can find valuable information about coming college events and other important news. The main navigation tabs are displayed below.

5. Click on the Faculty/Advisor Services tab, where you will find information about your courses and advisees.

**Submit your Enrollment Verification Roster**

Enrollment Verification Rosters can be submitted only during specific dates within a semester. Please contact the Registrar’s Office for more information.

1. Click the Enrollment Verification Roster link on the Faculty/Advisor Quick Links channel.

2. Using the drop-down box select the appropriate term and click the Submit button.

3. Using the drop-down box select the desired CRN/course and click the Submit button. Your enrollment verification roster will be displayed.

**NOTE:** Once you have selected a term and/or CRN, accessBCC remembers it and makes it the default so it is easy to move between options without having to re-select them. This can become a nuisance if you would like to view information about several terms and/or CRNs. To change the active term or CRN, return to the Faculty/Advisor Services tab and simply click on the Select Term or Select CRN option (Faculty / Advisor Quick Links channel) and change your active term or CRN.
4. Select the appropriate enrollment status for each student using the drop-down box in the Grade column. You must submit a status for every student.

<table>
<thead>
<tr>
<th>Status (Grade Column)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*YES</td>
<td>Student is enrolled</td>
</tr>
<tr>
<td>*NO</td>
<td>Student should be deleted from roster</td>
</tr>
</tbody>
</table>

**NOTE:** Students who are attending but missing from your roster should be directed to the Enrollment Center.

**Important:** The Mid-Term Grade function is being used for Enrollment Verification Rosters so you will see it referred to a number of times on the page.

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5. Last Attend Date and Attend Hours should be left blank for the enrollment verification roster.

6. Prior to submitting your enrollment verification roster it is suggested that you print a copy for your records.

   a. For a quick and simple copy of your roster, use your browser’s print function (File then Print). With this option, whatever is on your screen will be printed including all the general information at the top of your screen.

   b. To print only selected roster information, use your mouse to highlight the information and select **File** then **Print**. Be sure **Selection** is highlighted in the **Page Range** section as shown below. You can avoid printing the extra header information by following this option.

7. Once you’re done, click the **Submit** button. Your roster is not saved until you click the **Submit** button. If you want to make certain that your information has been saved, you can exit the roster and then return to view your information. Until the Registrar electronically “collects” the rosters the information will be visible here and you could make changes. Once it’s not available you should contact the Registrar’s Office if you need to change your submission.