

OMNIVOX CONFIRMATION OF ATTENDANCE INSTRUCTIONS

Below are step by step instructions on how you can **Confirm your Attendance** and access your student information (Personal file, Final grades, Tax Receipts) online. Please note you will need your mother's first name (as it is written on your birth certificate) when you login to OMNIVOX for the first time.

#1

Go to Vanier College's Website/Homepage
www.vaniercollege.qc.ca

#2

Click **CURRENT STUDENTS** - located in on the right side of the site

#3

Click **OMNIVOX** – located in the middle left side

#4


On the right side under the section **Students**:

- Enter your 7 digit student ID number, if you don't know your ID number it's located on the top right side of your Account Statement (contract) = DA number.
- Enter your 6 digit PIN. For your first login, your PIN is your birthday (DDMMYY).

Once you login, you will be asked to change your PIN.

#5

- Under Services, click on **CONFIRMATION OF ATTENDANCE**
- Select Semester you are presently enrolled in and *Continue*
- Select I am/am not attending these courses
- Enter your PIN number below
- Click **TRANSMIT** to College

 **Only when you receive a message saying "you successfully transmitted to college" you have officially confirmed your attendance.**

Should you have problems accessing your online file, please contact the Continuing Education Records Department at 514-744-7500 extension 7035 or 7898.