

Student Attendance Management System (SAMS) Student User Guide

Step 1:

Open Chrome web browser and go to <http://sams.curtin.edu.sg>

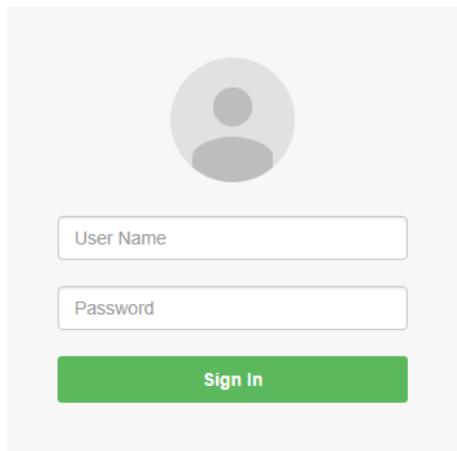
Step 2:

Sign in using your Student ID number and Password.

Your default password is your Date of Birth – DDMMYYYY

(E.g. If your birthday is 29 February 1996, your password will be 29021996)

Click "Sign In".



Step 3:

Upon successfully signing in, you can:

- Change your password
- View Messages
- Submit Absence Justification (AJ)
- Check your Tap-In records
- Check your attendance

Details on how to do each of the above are below:

Changing Your Password

1. On the top right of your browser, click "Change Password".
2. Key in your new password in both boxes.
3. Click "Change Password".
4. If you see the following message, you have successfully changed your password.

Well done!

Change Password successfully!

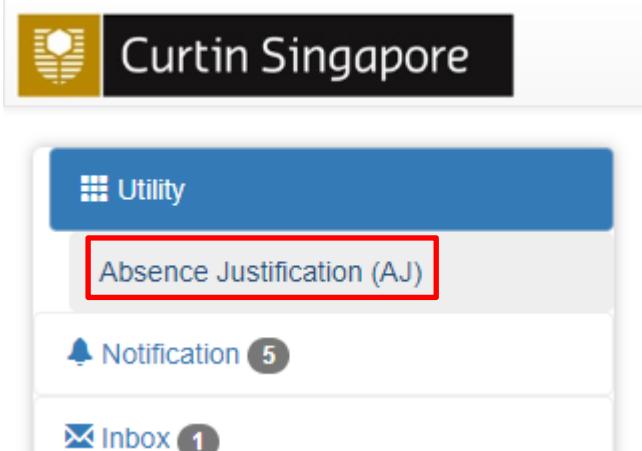
Submitting Absence Justification (AJ)

If you missed classes due to extenuating circumstances, you can submit an Absence Justification using SAMS.

You should submit an AJ for classes which you did not attend, with valid reason.

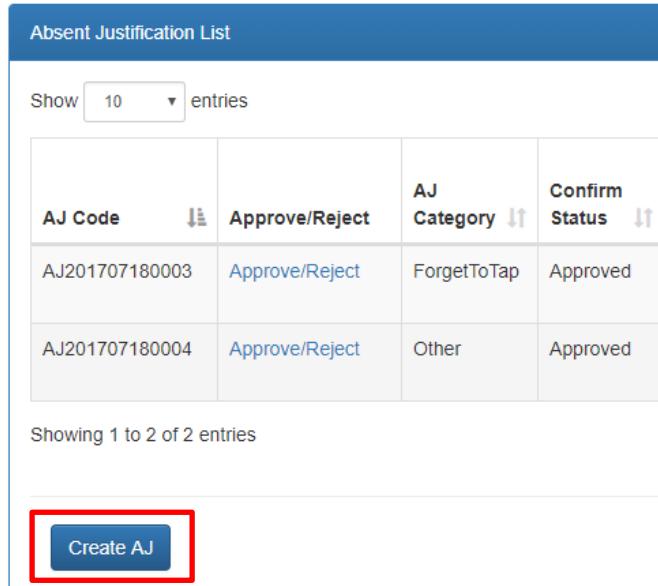
If you are present for class, but was marked absent for any reason, you should inform your lecturer to take your attendance instead.

1. Click "Utility", followed by "Absence Justification (AJ)".



The screenshot shows the Curtin Singapore SAMS interface. At the top, there is a logo and the text "Curtin Singapore". Below this, a blue header bar contains the text "Utility". Underneath the header, there are three menu items: "Absence Justification (AJ)" (which is highlighted with a red box), "Notification" (with a count of 5), and "Inbox" (with a count of 1).

2. Click "Create AJ".



The screenshot shows the "Absent Justification List" page. At the top, there is a blue header bar with the text "Absent Justification List". Below this, there is a table with the following data:

AJ Code	Approve/Reject	AJ Category	Confirm Status
AJ201707180003	Approve/Reject	ForgetToTap	Approved
AJ201707180004	Approve/Reject	Other	Approved

Below the table, it says "Showing 1 to 2 of 2 entries". At the bottom of the page, there is a red box around a button labeled "Create AJ".

3. Intake Code: **01-Curtin Singapore**
4. Select your current Study Period
5. Select your AJ category (Medical Certificate or Others)
6. Select the Start and End Date to list your absences between these two dates
7. Describe the reason for the Absence Justification.
 - a. If the AJ category is Medical Certificate, enter in the Clinic or Hospital Name that issued the medical certificate.
8. Upload supporting documents (if any). **Additionally, medical certificates must be submitted in hard copy to Student Central within 7 days of the online submission.**
9. Click "Search Absent Lessons".
10. Your Absences will be listed at the bottom of the page. Click the checkbox to select the lesson(s) for your Absence Justification submission.

11. Read the Terms and Conditions carefully, then click "I agree to all the Terms and Conditions." checkbox.
12. Click "Submit". Your Absence Justification will be sent to a Student & Academic Services Officer for processing.

Checking the Status of your Absence Justification (AJ)

1. Click "Utility", followed by "Absence Justification (AJ)".
2. All your Absence Justification submissions will be listed with the status shown as either:
 - a. In-Principle Approval – A decision has not been made regarding approval or rejection.
 - b. Approved – The AJ submission has been approved.
 - c. Rejected – The AJ submission has been rejected. An email will be sent to you with the reason.

Checking your Tap-In records

1. Click "Reports", followed by "Student Tap-In Record".
2. For Intake, select "01-Curtin Singapore".
3. For Study Period, select the Study Period which you wish to view the report for.
4. Click "Search".
5. You will see a list of all your tap-in records in your selected Study Period.

Checking your Attendance

There are three types of reports for attendance:

1. Student Time-In Report

This is a detailed report of your lessons showing your recorded tap-in relative to the time and room of your lesson. To view this, follow the steps below:

- a. Click "Reports", followed by "Student Time-In Report".
- b. For Intake, select "01-Curtin Singapore".
- c. For Study Period, select the Study Period which you wish to view the report for.
- d. Click "Search".
- e. You will see a detailed list of all your lesson attendance.

2. Class Attendance Report

This is an overview of the attendance for all your units for a given Study Period, condensed into a single page. To view this, follow the steps below:

- a. Click "Reports", followed by "Class Attendance Report".
- b. For Intake, select "01-Curtin Singapore".
- c. For Study Period, select the Study Period which you wish to view the report for.
- d. For Unit, select "All Units".
- e. Click "Search".
- f. You will see a report outlining the attendance in all lessons the Study Period you selected.

3. Student Overall Attendance Report (For Student's Pass Holders only)

- a. Click "Reports", followed by "Student Overall Attendance Report".
- b. For Intake, select "Curtin Singapore".
- c. For Study Period, select the Study Period which you wish to view the report for.
- d. Click "Search".
- e. You will see your current overall attendance percentage for the selected Study Period.

Logging out

When you are finished using SAMS, click "Logout" (at the top right) to end your session.

