STUDENT
SERVICES
ENQUIRY
TEAM

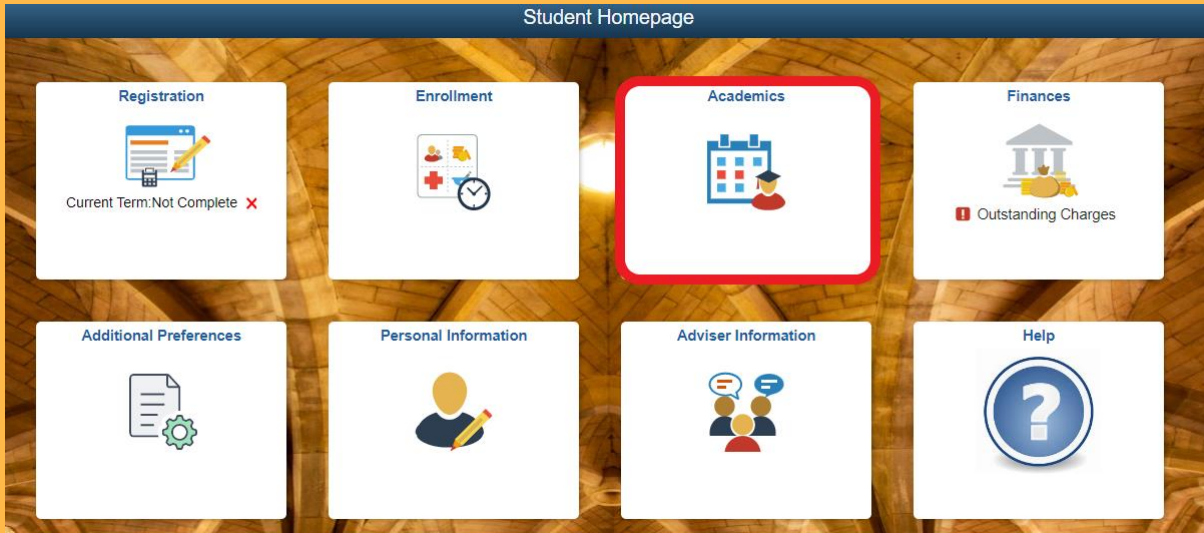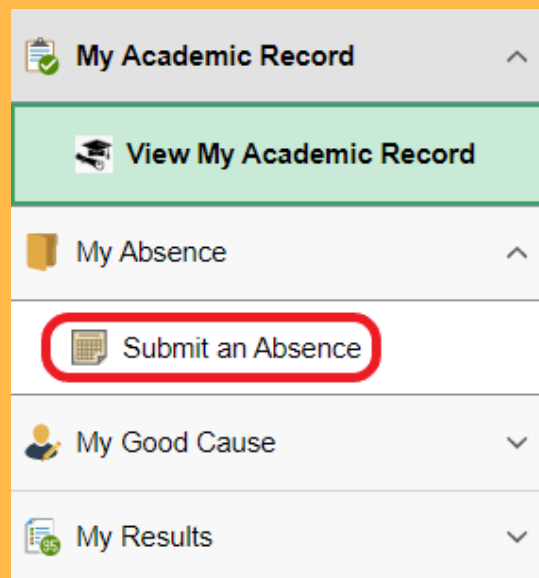www.glasgow.ac.uk/sset

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How to report an absence

1. Log in to MyCampus and select the Academics tile from the Student Homepage.

2. Select Submit an Absence from the My Absence dropdown list on the left.

Add New Absence

Term	Career	Academic Program	Academic Load	
2022-23	Undergraduate	Bachelor of Science(Scis)	Full-Time	>

3. Select the Add New Absence button.

Please see the guidelines regarding procedure for sensitive information.

Absence Type [dropdown]

Date of Start of Absence (dd/mm/yyyy hh:mm) [field with calendar icon]

Time of Start of Absence (hh:mm) [field]

If possible, please estimate expected duration of absence (in days):

[dropdown]

Save Changes   Cancel

Return to Previous Page

4. Complete the Submit an Absence form and click Save Changes. To see you list of submitted absences, select Return to Previous Page.

Absence Type	Begin Date	Duration	Support Docs		
Family related issues	04/12/2023	1 day		Edit	Delete

5. You can click the Edit button to upload supporting documents or to record your return from absence.