CalWORKs Attendance Log Instructions

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How do I CHECK IN?
1. You will need to be on campus to check in.
2. Go to any open computer lab (Library, Counseling, CalWORKs, etc.)
3. From a computer, open a web browser.
4. Navigate to the following URL: http://www.yccd.edu/calworks
5. From the navigation menu on the left, select "Attendance Log"
6. Click the "CHECK IN" link.
7. Provide your WebAdvisor username and password. If you do not know your student ID number, you can look it up here.
8. Click the SUBMIT button. When finished you will see a screen confirming you have checked in.

How do I CHECK OUT?
1. You will need to be on campus to check out.
2. Go to any open computer lab (Library, Counseling, CalWORKs, etc.)
3. From a computer, open a web browser.
4. Navigate to the following URL: http://www.yccd.edu/calworks
5. From the navigation menu on the left, select "Attendance Log"
6. Click the "CHECK OUT" link.
7. Provide your WebAdvisor username and password. If you do not know your student ID number, you can look it up here.
8. Click the SUBMIT button. When finished you will see a screen confirming you have checked out.

What if I forgot to CHECK IN?
If you have forgotten to check in before you went to class, please check in as soon as possible. Note the date and time you checked in and contact the CalWORKs office to correct your attendance log entry.

What if I forgot to CHECK OUT?
 If you have forgotten to check out after you left for the day you will be automatically checked out. PLEASE REMEMBER TO CHECK OUT BEFORE LEAVING CAMPUS. Your time log will contain errors and a CalWORKs counselor may contact you if to many auto-check-out actions occur.

What if I am not on Campus?
You must be on one (1) of the Yuba Community College District campuses (Yuba College, Woodland Community College, and Clear Lake Campus). This service can ONLY be accessed from these locations.

I keep getting a message that says I am already checked in/checking out, what is this?
If you are trying to check in or out and you have previously already checked in or out you will be notified that you must first perform the opposite action before proceeding. For example, if you have already checking in and you try and check in again, you will be notified to first check out, and then check in. This is to insure accurate time log entries.