How to record your attendance using Your tasks to do list

UPDATED 26 JUNE 2018

Recording your attendance is an important part of meeting your mutual obligation requirements. Learn how to do it so you avoid payment suspensions and financial penalties.
Step 1
Click **Sign in / Register** and select **Job seeker**.

Then click **Sign in to myGov** on the pop up and complete the myGov sign in process to go to your dashboard.
Step 2

On your dashboard you can see Your tasks to do. Urgent tasks are tasks you have to complete today. They are always shown as red.

You can only confirm attendance on the day of your activity or appointment.

Click Confirm Attendance and you will get a pop up that asks you to confirm attendance or enter a passcode.
Step 3
Confirm your attendance as directed in the pop up.

For some requirements, you just need to click **Confirm Attendance**.

For some requirements, you need to enter a **Passcode**. You get these from your activity supervisor. They can also confirm your attendance if you are unable to.

- If your activity is 4 hours or less, you will need to enter 1 passcode.
- If your activity is 4 hours or more, you will need to enter 2 passcodes.

Click **Save** when you have entered your required passcodes.
When you have confirmed your attendance, **Your tasks to do** list will update to show your activities and appointments as **Attended**.

![Image of tasks to do list]

**Important information**

1. You need to confirm attendance by the close of business on the day your requirement is scheduled in your calendar.
2. If you can’t record your attendance, make sure you ask your provider or activity supervisor to do it for you.
3. If you can’t attend a scheduled requirement, you need to call your provider and tell them **before the due date and time**.

**Watch this video** for a step-by-step demonstration of recording your attendance.