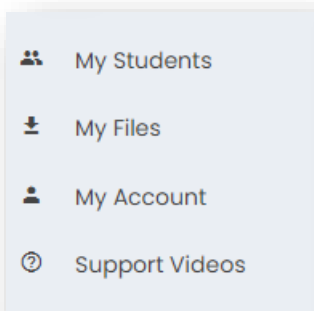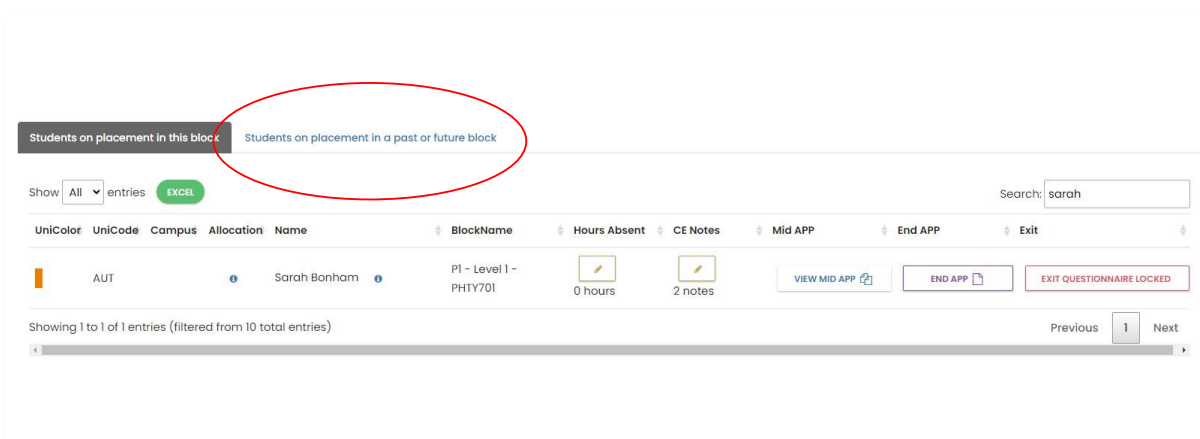# How to enter student absence on APPLinkup (FacCEC and CE)

Please ensure this is completed prior to 'submitting' the END APP.
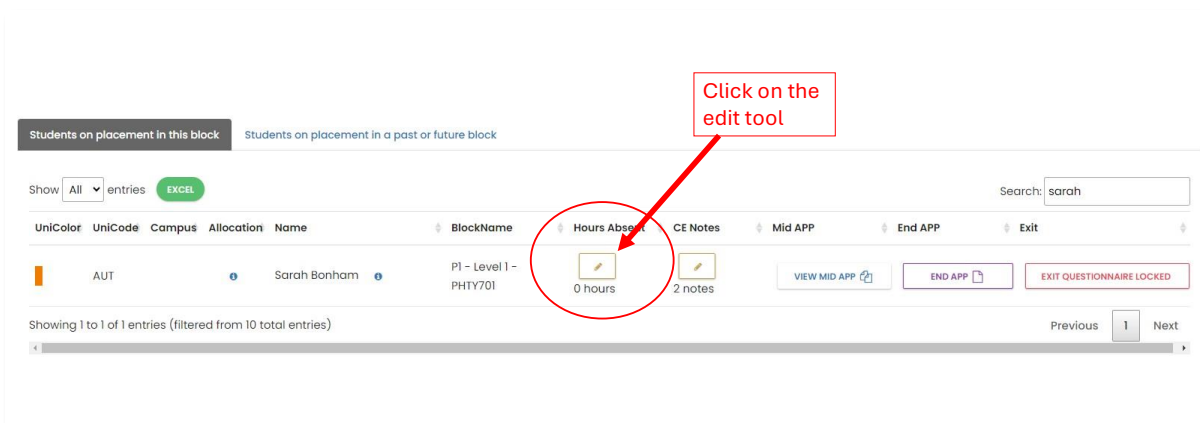
1. Login to your APPLinkup account via www.applinkup.com

2. For FacCEC (select a relevant Facility first), then click on 'My Students'. For CE, click on 'My Students'
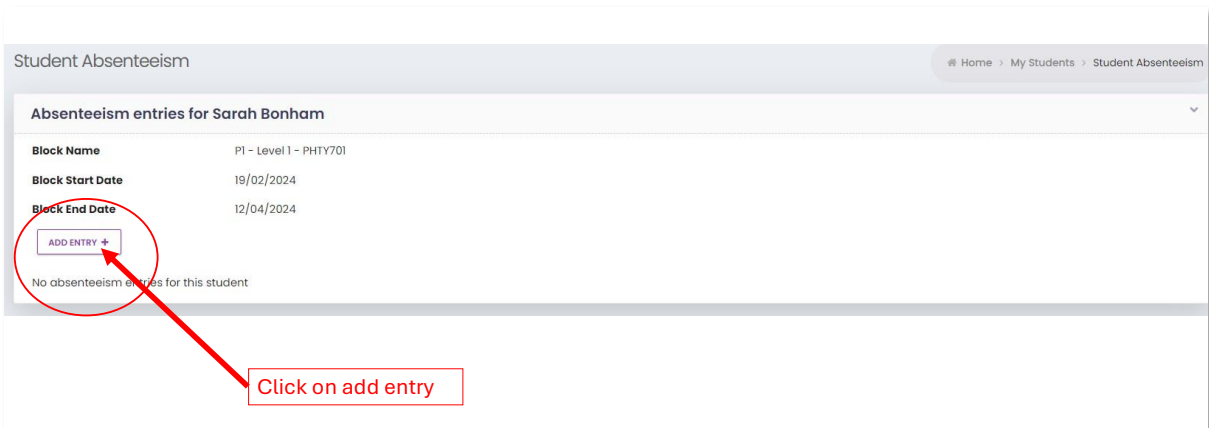

3. If no names appear under the tab 'Students on placement in this block', check the next tab 'Students on placement in a past or future block'
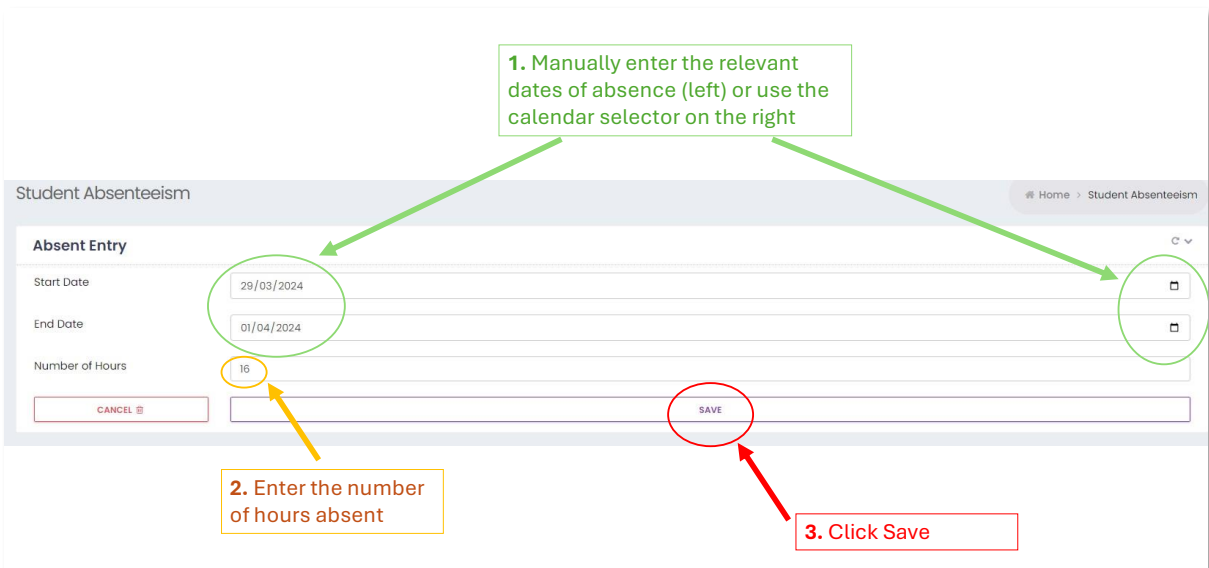

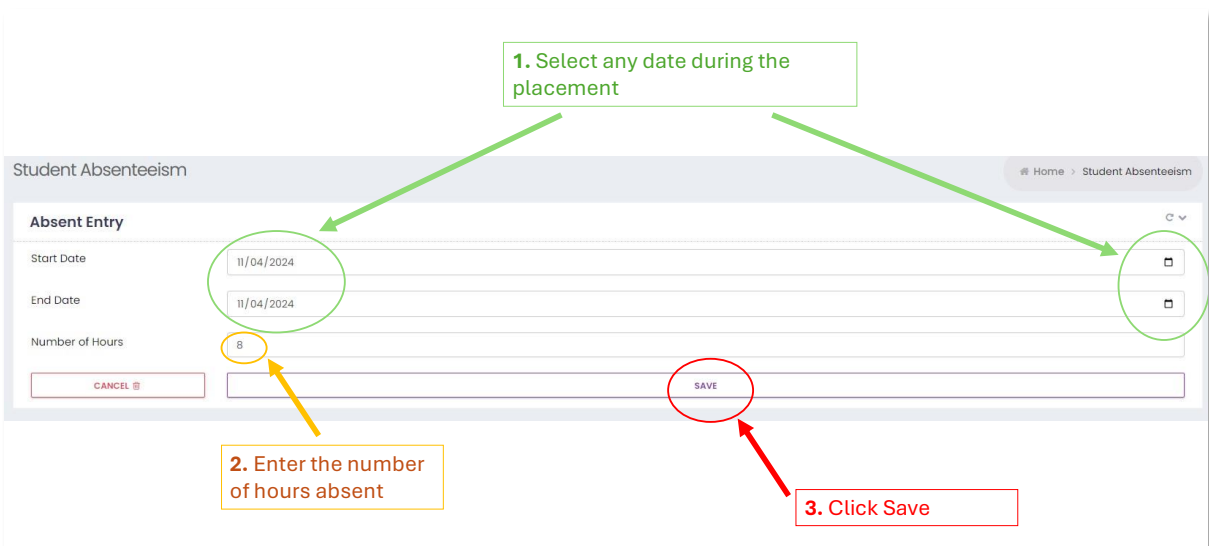4. Click on the edit tool under 'Hours Absent'

5. Click on 'Add Entry +'

Student Absenteeism

Absenteeism entries for Sarah Bonham

Block Name	P1 – Level 1 – PHTY701
Block Start Date	19/02/2024
Block End Date	12/04/2024

ADD ENTRY +

No absenteeism entries for this student

Click on add entry

6. For public holidays, follow the steps in the image below.

1. Manually enter the relevant dates of absence (left) or use the calendar selector on the right

Student Absenteeism

🏠 Home › Student Absenteeism

Absent Entry

Start Date	29/03/2024
End Date	01/04/2024
Number of Hours	16

CANCEL 🗑   SAVE

2. Enter the number of hours absent

3. Click Save

7. For any other dates of absence, either select the specific date of absence or if you don't recall the specific date, follow the steps in the image below to pick any date during the placement. Enter the relevant number of hours absent (8 hours for a full day for AUT).

1. Select any date during the placement

Student Absenteeism

🏠 Home › Student Absenteeism

Absent Entry

Start Date	11/04/2024
End Date	11/04/2024
Number of Hours	8

CANCEL 🗑   SAVE

2. Enter the number of hours absent

3. Click Save

8. The total number of hours absent will show.