Student Guidance

Report Absence

Log into C Space

Click on the C Space Icon on CCGOnline or go to https://cspace.chichester.ac.uk/

Outside of college

You will need to have set up Multifactor Authentication (MFA) - see guidance.

Click on the Report Absence button
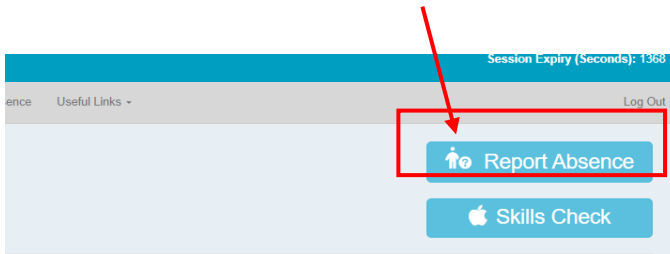
Select type of absence from the drop-down menu.

Check the correct date is selected

Select reason for absence from the drop-down menu

Click Submit your Absence