

Report Absence

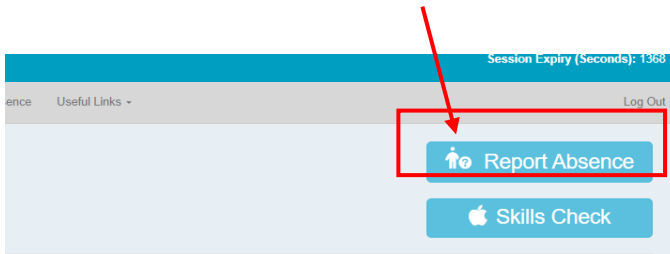
Log into C Space

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.

Please select the type of absence from the following options

Running Late

Unwell

Running Late

Leave Early

Other

Check the correct date is selected

Please select the date of your absence

16/08/2024

Select reason for absence from the drop-down menu

Please select the reason for your absence from the list below

Transport Issues

Lack of Sleep / Alarm Clock Issues

Other

Click Submit your Absence

Submit Your Absence