Once you are on the MyHC page, login using your HC network or HC email login credentials.
Once you are logged in click on the Campus Connect v4 tab/link at the top of the page. This will take you to Advisor Access or Faculty Access depending on your account.

If you are not seeing the Faculty Access links that the arrow to the right is pointing too then click on the Faculty Access link in the Campus Connect v4 box on the top left of the page and the links above should appear.
To certify your census rosters you will need to click on the Roster Certification link and it will load a term code box like the one below. Select the term code you are needing to certify a course for and click on the Go button.
Once you have clicked Go on the previous step it will process your request and if you have any courses that are ready to be certified they will be listed below. Select the course you are interested in and click on the Go button next to the course. Each course has to be processed individually.
Once you have selected your course and click Go on the previous step another section will appear that will display information about the course you selected and the students in the course. There is a drop down next to each student that needs to be checked and updated depending on if the student is attending or not attending. When you are ready to certify the roster and send to the Registrar's office Click on the Yes radio button just above the submit button stating that you are ready to certify the roster and officially turn it in to the Registrar's office.

Once you have clicked the Yes radio button and are ready Thank you! submit click the Submit button and you should be done with that course and can proceed to other courses until all have been done.