

## Banner Web – Checking Grades

To check your grades you will need to log on to Banner Web. You can access Banner Web from the [www.msugf.edu](http://www.msugf.edu) website. After you have clicked on the Banner Web icon you will see the Banner Web menu. Click on Enter Secure Area. This is circled for your reference in the picture.

**Welcome to the MSU-Great Falls campus**

You will need to use at least Netscape 4.0.7 or Internet Explorer 5.x to browse this web.  
**You must have cookies enabled on your browser.**

[Enter Secure Area](#)

[Apply for Admission](#)

[Financial Aid](#)

[Campus Directory](#)

[Class Schedule](#)

[Course Catalog](#)

[ADDENDUM to the 2008-09 CATALOG](#)

[MSU Great Falls COT Transfer Equivalency Guide](#)

[Academic Calendar](#)

[Advising & Planning](#)

[Fall 2008 Final Exam Schedule](#)

RELEASE: 7.4

To enter the secure area you will need your Student ID number and PIN number.

Your student ID number was listed on the acceptance letter that you received from the Admissions Office at MSU Great Falls. \*Please note your ID number begins with a dash – and you must use the dash when typing in the ID number.

Your PIN number is your nine digit birthdate unless you have changed it to something else. For example if you were born on February 2<sup>nd</sup>, 1986 your PIN number would be 02feb1986

Type these numbers in the appropriate boxes and click Login

**User Login** Your current Institution is GF

Please enter your User Identification Number (ID) and your personal identification number (PIN). Your ID may be either your Social Security Number (without any dashes) or your Student/Employee ID with a preceding dash (-ID). Your initial PIN is your birthdate entered as 9 digits ddmonyyyy (for example, 01jan1990 \*make sure that the month is lowercase\*). At your initial login you will be required to change your PIN to protect your privacy and student records. To change your PIN in the future, select Personal Information Menu. You have 5 tries to Login correctly. If unsuccessful, your PIN will be disabled. You must contact the Registrar's Office (employees should contact the Personnel and Payroll Office) to re-activate your PIN.

When you are finished, please Exit and close your browser to protect your privacy.

**IMPORTANT INFORMATION:** If you have forgotten your PIN, please enter your User ID and select the Forgot PIN button.

User ID:  PIN:

Your PIN number may have expired, requiring you to choose a new PIN. Your new PIN must be 8 digits or letters long and must contain at least one letter and one number. If you have to change your pin number the screen will look like this:

**Login Verification Change PIN** Your current Institution is GF

**Your PIN has expired.** Please re-enter your PIN and choose a new 8 or more digit PIN that includes at least one letter (a-z, A-Z) and at least one number (0-9). Please note for security reasons your pin cannot be your birthdate.

PIN must be between 8 and 15 characters.  
At least one alpha character value is required.

Re-enter Old PIN:  New PIN:  Re-enter new PIN:

The very first time that you log in to Banner Web you will be asked to create a security question. This question will only be used if you say that you have forgotten your PIN number. You can choose any question/answer you want. Please be

sure to choose a question that you will remember, it may be a couple of years before you forget your PIN number. You will have to choose 2 different questions from the list

Please enter your new Security Question and Answer and click Submit.

Please Confirm your Pin:

**Question number 1 of 2.**

**Question:** What is your maternal grandmother's first name?

**Answer:**

Please enter your new Security Question and Answer and click Submit.

**Question number 2 of 2.**

**Question:** What is your mother's middle name?

**Answer:**

Next you will see the welcome screen

**Personal Information** Student Services Financial Aid Faculty Services Employee Services

SITE MAP HELP EXIT

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Welcome, ██████████ to the WWW Information System! Last web access on Feb 03, 2009 at 05:59 pm

**Attention:** Have you been to MyMSU Portal recently? Remember, you may receive personal announcement there anytime; it's recommended you visit at least twice a week. [Log in](#) and check out What's New in MyMSU!

[Personal Information](#)  
View your address(es), phone number(s), e-mail address(es); Change your log in PIN.

**Student Information**  
Current advisor information and current program Register and View your academic records, including grades, transfer work, academic transcript.

[Billing and Payment](#)  
Review your most recent Electronic Billing Statement, confirm your attendance, make a Payment on Account, Setup an Authorized Payer.

[Financial Aid](#)  
View your Financial Aid Awards; Accept your Financial Aid awards; View documentation requirements.

[MyMSU Portal](#)  
Learn how to check your student E-Mail account.

[Communications](#)  
University Communications

You can do many different things out here on Banner Web. Right now we will focus on the **Student Information link**. It is circled in the above picture for your reference. Please click on this tab. It will bring up the Student Services page

## Student Services

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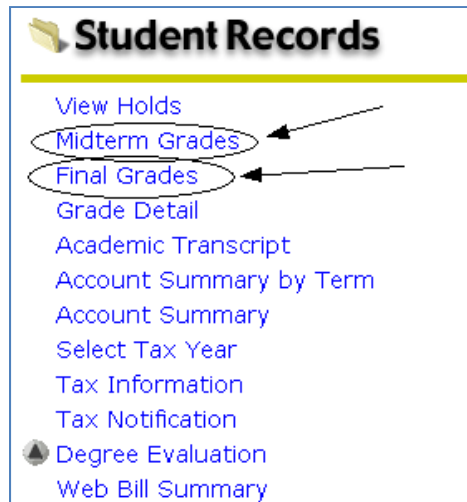
[Registration](#)  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**  
View your holds; Display your grades and transcripts; Review charges and payments.

[Program and Advisor](#)  
Find your program(s) of study & your advisor.

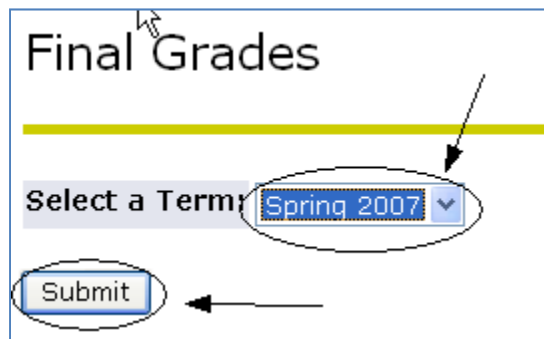
Click on the Student Records link – it is circled in the above picture.

Under the Student Records link you will find many different things. You can access your midterm and final grades for the semester.



To check your final grades, click on the Final grades link – it is circled in the above picture

1. Select the term that you would like to view
2. Click on Submit



This will bring up your Student Information as well as your final grades for the semester. A picture of what your final grades will look like is below:

<i>Undergraduate - Semester Course work</i>										
CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA	Quality Points
							Hours	Hours	Hours	Points
93121	HIST	107	80	History of Western Civ II	MSU-COT-Great Falls	B-	3.000	3.000	3.000	8.10
93037	MATH	065	41	Pre-Algebra	MSU-Great Falls at Bozeman	P	4.000	4.000	0.000	0.00
<i>Undergraduate - Semester Summary</i>										
	Attempted	Earned	GPA	Hours	Quality Points	GPA				
<b>Current Term:</b>	7.000	7.000	3.000	8.10	2.70					
<b>Cumulative:</b>	7.000	7.000	3.000	8.10	2.70					
<b>Transfer:</b>	0.000	0.000	0.000	0.00	0.00					
<b>Overall:</b>	7.000	7.000	3.000	8.10	2.70					

You can also see your current term GPA and your Cumulative GPA on this screen.

If you are now done working in Banner Web you may choose Exit from the top right hand corner of the page. Then be sure that you close your browser window.

# Final Grades

-01069579 Student Test2  
Spring 2007  
Jun 19, 2007 10:37 am