Electronic Grade Change System - Step by Step Instructions

1. Go to E-Services at [https://www.mnsu.edu/eservices/](https://www.mnsu.edu/eservices/) (New Faculty Application)
2. Enter your Login – StarID/StarID/Password
3. Click on the "Login" button.
4. Click on the "Class Management" link on the left side.
5. Click on “Change Grades”
6. If a term displays other than the current term of grade entry, Click on the "Change Semester" link.
7. Find Course-click on “GO”
8. Choose student-click on “Edit”
9. Enter “New Grade”, Last Date Attended-if “F” or “NC” grade, Reason. **Signature Required**-leave blank

**Note:** Signature Required- -Some departments require a department chair signature-the Office of the Registrar is aware of these departments and will notify the department chairs via E-mail before changing the grade.

10. Save
11. Review-information/Enter StarID password- if correct-click on Submit
12. Print Option is available

**What happens next?**
- An e-mail is automatically submitted to the Office of the Registrar notifying staff that a grade change has been submitted.
- The Office of the Registrar will enter the grade change request in to ISRS if it meets university policy. If the grade change request is denied, it will be sent back to the instructor via e-mail with reason for denial.
- If a department has chosen that they want to see the grade change before it is processed, the electronic grade change will be forwarded to the Department Chair via e-mail for approval/denial.
- Grade changes can be viewed to see if processed via the Electronic Grade Change System, unofficial transcripts, ISRS etc…

**Note:** The Electronic Grade Change system should be used for any change of grade that can be entered electronically. A paper grade change form will be accepted in unique cases where the department chair needs to submit the request for an instructor.