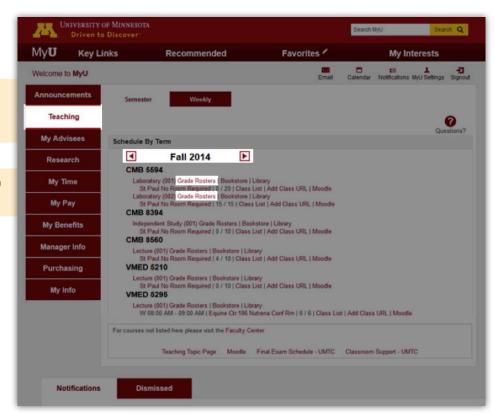
in Faculty Center

Accessing PeopleSoft Faculty Center

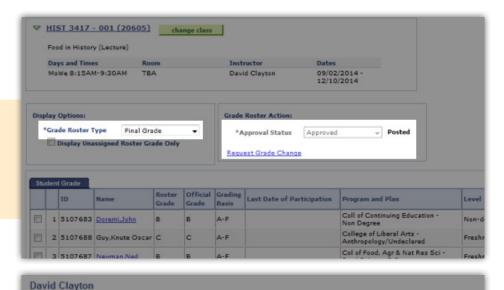
Log in to MyU.umn.edu with your Internet ID and password.

Click on the **Teaching** tab to view your classes. Use the arrows to navigate to another term.

To get to the Faculty Center, click on the **Grade Rosters** link by a course.



- Select Final Grade from the Grade Roster Type dropdown.
- Click the Request Grade Change link, which appears below the Approval Status drop-down.



Advisor Center

class roster

 The Official Grade field is now available in a drop-down. Enter the new grade.



- 4. Click the Comment link to enter comments, as needed.
- 5. When you have changed your grades, click the **Submit** button. The grade change immediately posts to the student's record.

Faculty Center

Grade Change Request

Grade Roster