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.
Changing a Grade

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

3. 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.