**myACCESS self service website – Helpful tips for faculty**

1.) **View your class rosters**
- Go to **myaccess.cod.edu** website.
- Click on **LOG IN** (on the upper right side of the home page).
- Enter your myACCESS ID and password then click **SUBMIT**.
- On the right side of the menu, click on the gold bar labeled **“myACCESS for Faculty”**.
- Under the **Faculty Information** heading, click on **Class Roster**.
- Select a term from the drop down box and click **SUBMIT**.
- Choose one class and click **SUBMIT**.
- The Class Roster results page lists all the students in your class.
- To view more information about an individual student - select their **Student Profile** (in the right hand column) and click **SUBMIT**.

2.) **View Student Profile (for student NOT on your roster)**
- Go to **myaccess.cod.edu** website.
- Click on **LOG IN** (on the upper right side of the home page).
- Enter your myACCESS ID and password then click **SUBMIT**.
- On the right side of the menu, click on the gold bar labeled **“myACCESS for Faculty”**.
- Under the **Faculty Information** heading, click on **Student Profile**.
- You need to enter the student's ID (the seven digit COD ID), then click **SUBMIT**.
- You will see their information. Additional links for **Transcript** and **Test Summary** will open up new windows.

3.) **Grading – midterm and final**
- Go to **myaccess.cod.edu** website.
- Click on **LOG IN** (on the upper right side of the home page).
- Enter your myACCESS ID and password then click **SUBMIT**.
- On the right side of the menu, click on the gold bar labeled **“myACCESS for Faculty”**.
- Under the **Faculty Information** heading, click on **Midterm Verification/Final Grading**.
- Select a term from the drop down box and click **SUBMIT**.
- Select Midterm Verification or Final Grading from the drop down box, choose one class and click **SUBMIT**. (Follow related hints below.)

**Midterm Verification**
- Enter a valid verification status code for each student - A (active), N (non-pursuit), W (to be withdrawn).
- If a W is entered, either a Last Date of Attendance or Never Attended indicator is required.
- If you choose Never Attended, a status of N or W is required.

**Final Grading**
- Grades cannot be entered for a class until after the midterm verification is “SUBMITTED”.
- Enter a valid grade for all enrolled students.
- Enter a Last Date Attended or Never Attended indicator for students with grades of F, LW, and W.
- Dropped Students do not need to be graded, they only need a Last Date Attended or Never Attended indicator.
- Once Final Grades are submitted, the class grading status will change from Ready to Completed.
- You can return to this screen and modify grades until the class status has been changed to “POSTED”.
- Final Grades are posted to the students’ transcripts nightly.
- Final Grades are due 3 business days after the end date of your class. The end date is shown on the course menu screen when selecting which course to grade.

4.) Questions
- About using myACCESS, please contact the TLC at 3085.
- About login or technical issues, please contact the IT Help Desk at 4357.
- About grading procedures, please contact the Grades Department at 2440 or 2445.