

ENTERING GRADES ONLINE INSTRUCTIONS

Please post your final grades online using the directions below within 48 hours of course completion. If you have any questions with this process please contact the Registrar's Office.

To post your grades, you will have to log in to the Student Information System.

How do I log in to the Student Information System (SIS)?

Go to the White Mountains Community College homepage (www.wmcc.edu).

1. Click the **Student Info System (SIS)** link on the left.
2. Click **Enter Secure Area**.
3. **Enter your User ID.**

Your User ID is your Social Security Number.

4. **Enter your Personal Identification Number (PIN).**

If this is your first time logging in:

- i. **Your PIN is your 6-digit date of birth (mmddyy). For example, if you were born on April 10, 2009, your pin would be 041009. *Note that there are no dashes, slashes, or spaces in the PIN.***
- ii. Click **Login**
- iii. **You will receive a message that your PIN has expired and you will be prompted to change your PIN.**
- iv. When prompted for **OLD PIN**, type in your initial six digit date of birth. For **NEW PIN**, type in a six-digit number (exactly six digits, no letters!). The system does not allow you to reuse your original birth date. Then re-enter that same number again to verify it. **Click Login.**
- v. **Set up Security Question.**

On your initial login, you will be prompted to set up a security question. Type in a **simple question** to which only you know the answer. Type in a **one word answer** to the question. **Please keep the answer free of punctuation, numbers, and dates.** In the future, if you forget your PIN you can enter your User ID and click

on the FORGOT PIN? button (You may have to scroll down to see this button.) on the Login Page. You'll be prompted with your security question and then you'll need to enter your **EXACT** answer. Once answered correctly, this feature will allow you to reset your own PIN.

If this is NOT your first time logging in:

- vi. **Your PIN is the 6-digit number you chose when you first logged in. If you forget what your PIN is, click FORGOT PIN?**
- vii. **You will be prompted to remember your PIN with the security question you set up when you first logged in.**
5. **Click on Faculty & Advisors**
6. **Click on Term Selection** and select the **term in which your course began** from the drop down menu. **Click Submit.**
7. **Click on CRN Selection** and **select and submit your course** from the drop down menu. If you are teaching more than one WMCC course, choose one of your courses.
8. **Click on Final Grades.** Enter your grades in the **Grades** column using the drop down menu.

DO NOT LEAVE ANY STUDENT'S GRADE BLANK – All students listed on the rosters must be graded. These students are officially registered for the course. If you have a question about a student's enrollment status, please contact the Registrar's Office (603.752.1113 x 3056) for assistance with completing the grade posting process.

If you issue an "Incomplete" grade, an *Incomplete Contract* (contact the Running Start Coordinator) must be completed and returned to the registrar's office prior to the end of the term.

9. Click on the **Submit** button at the bottom left of the screen. Once grades are "rolled to academic history" by the Registrar's Office, you will need to submit a *grade change* to change a grade if you wish to change a grade. Grades are rolled and locked during peak grading times once in the morning, mid-day and in the afternoon.
10. If you are teaching more than one WMCC course, **Click Return to main menu** (top right of screen). Then repeat Steps 7-9.
11. When you have entered and submitted all your grades, **Click Exit** at the top right of the screen.

If you have any questions with this process, please contact the Running Start Coordinator at 603.752.1113 x 3019 or at jcamille@ccsnh.edu. You can also contact the Registrar's Office at 603.752.1113 x 3056.