

Getting Your Grades from Miami's Banner Web System

Because Miami no longer sends a hard copy of your grades to your mailing address, you must retrieve them online by accessing Miami's Banner Web system. Instructions for accessing Banner and retrieving your grades are below.

1. Pull up Miami's home page.
 - Type www.muohio.edu into the location box at the top of the page.
 - Press **Enter**.
2. Select *Faculty, Staff, and Students (My Miami)*.
3. Log into Banner Web from the Login window (on the left side of the page).
 - Click inside the **Unique ID:** box to position your cursor.
 - Type your unique ID.
Your unique ID is the first six letters of your last name followed by the first initials of your first and middle names. Example: Christopher Michael Riccobene = riccobcm
 - Click inside the **Password:** box to position your cursor.
 - Type your password.
Your default password is the month and day of your birth followed by the last four numbers of your social security number, in MMDDNNNN format.
Example: date of birth – April 23, 2000;
social security number – 123-45-6789; password = 04236789
 - Click *Login*.
4. Select the BannerWeb link (under "My Favorite Links" on the right side of the page).
5. Select Student Services & Financial Aid.
6. Select Student Records.
7. Select Final Grades.
8. Select a Term.
 - Select the correct semester from the pull-down menu.
 - Click on the Submit button.
9. View your grades.
10. Select Exit when finished.

SEE REVERSE SIDE FOR INFORMATION ABOUT INCOMPLETES

A Note About Incompletes

According to the Office of the Registrar, if you receive an Incomplete (I) for a workshop when we turn final grades in at the end of the semester (whether a summer or fall workshop component), you will have until the 12th week of the semester that immediately follows to complete the required work and have the Incomplete changed to a letter grade. If you fail to complete the work by the 12th week, your Incomplete will automatically convert to an F *at the end of the semester* (thus, as far as we're concerned, you have until the end of the semester to complete the work). You can petition to have this F changed later, if and when you complete the work, but it is an involved process; thus, it is always better to complete the work by the deadline.