Middlebury College

View Semester Final Grades & Academic Transcript via BannerWeb

1. From Middlebury College’s Home Page: [www.middlebury.edu](http://www.middlebury.edu), select BannerWeb from the “Quick Links” in the bottom menu bar or enter the URL [go.middlebury.edu/bw](http://go.middlebury.edu/bw).

2. You will be prompted for your **User ID and PIN** to enter BannerWeb. Access the secure area by entering:
   a. **Your 8-digit College ID#** which is your User ID. See your Middlebury student identification number on the label on the front of your arrival packet (summer students), or on your registration instruction sheet for First Year Undergraduates, or your College ID card.
   b. **Date of birth as your BannerWeb PIN (mmddyy)**. Once you have entered the secure area the first time, you will be prompted immediately to change this to a unique number of your choosing.

![User Login Form]

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*Please use Internet Explorer when accessing BannerWeb. We cannot guarantee reliability with any other browser.*

*Please note: Regular system maintenance is scheduled for 8:00 to 10:00 AM, EST each Sunday and periodically includes BannerWeb. BannerWeb may be unstable on your PC if you are using Internet Explorer version 6 and have not applied the required Microsoft patches. If you are experiencing problems, [read more here.](#)*

*If you forget your PIN, or incorrectly enter your User ID/PIN 5 times or more (which locks your account), please contact the Helpdesk at your institution. (Middlebury Helpdesk: 802-443-2200 MALS Helpdesk: 831-647-6556)*

*When you log in for the first time, use your birth date as your PIN (MMDDYY); you will be prompted to select a unique 6-digit PIN.*

Enter your **8-digit Identification Number (ID)** and your **6-digit BannerWeb Personal Identification Number (PIN)**. When finished, click **Login**. Your ID number appears on your ID card. If less than 8-digits, add leading zeros i.e. 00123456. To protect your privacy, always exit and close your browser after each use.

[Enter College ID and BannerWeb PIN here]
3. You will be prompted to select a unique PIN once you have logged in:

![BannerWeb Access to Grades and Academic Transcript Instructions](image)

4. You will also be asked to create a reminder question and answer to be used in the future should you forget your PIN. This way, you can reset your PIN yourself if you forget.

![BannerWeb Access to Grades and Academic Transcript Instructions](image)

If you incorrectly enter your User ID/PIN 5 times, you will be locked out, but the Helpdesk can reset your account for you.

If you need PIN-related assistance, please contact the ITS Helpdesk at (802) 443-2200. The Helpdesk is open 8:15 a.m. – 5 p.m. Monday – Friday. If you call outside of business hours, you can leave a message and someone will return the call when the office is open.

5. Once you click “Submit”, you will enter the secured area where you will have access to your Student information as well as your Personal information. You will want to keep your User ID and PIN confidential!
To View your Final Semester Grades or your entire Academic Transcript Online:

**Note:** Middlebury College does not provide paper copies of final grades; instead, students view their grades online. Students are notified by email when grades have been posted. Students are not able to access their grades if they have an unpaid outstanding balance on their College bill.

**BannerWeb: Self-Service Access to Banner**

Welcome, Michael Middlebury, to BannerWeb! Last web access on Mar 14, 2006 at 02:54 pm

6. Select “Student Information & Registration”

7. Click the “Student Records” link.

8. Select the “Final Grades” link for your final semester grades only. (Note: Final Grades are always available from the Academic Transcript link, but Final Grades for a term are only posted for a short time at this link.) Students are notified by email when grades have been posted; no grades are sent home. You will then need to select a Term.

9. Select the “Academic Transcript” link to view your entire academic record*.

10. The “Degree Progress Report” is available to Undergraduate Students and is helpful to view course attributes that indicate satisfaction of College requirements.

*Courses for which you are registered show as “in-progress” courses at the bottom of this Academic Transcript link.