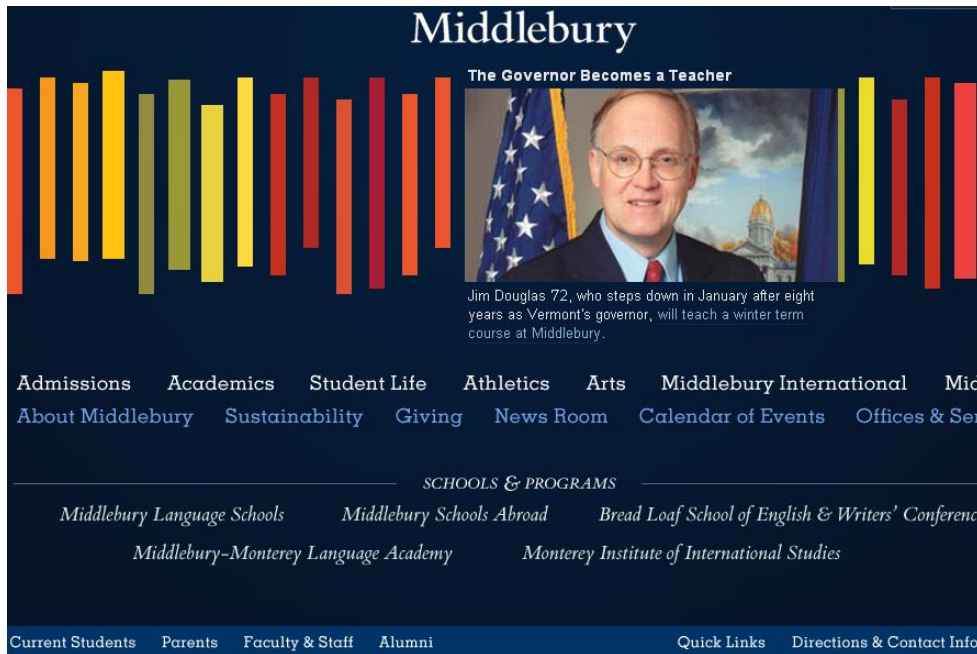


Middlebury College

View Semester Final Grades & Academic Transcript via BannerWeb

1. From Middlebury College's Home Page: www.middlebury.edu, select **BannerWeb** from the "Quick Links" in the bottom menu bar or enter the URL 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

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 MIIS Helpdesk: 831-647-6656)

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.

User ID:

PIN:

Enter College ID and BannerWeb PIN here

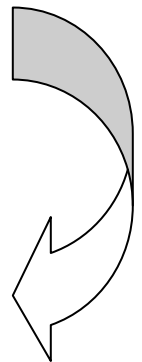
Login Forgot PIN?

3. You will be prompted to select a unique PIN once you have logged in:

The screenshot shows a web browser window titled "Online Access to BannerWeb". The page content includes a "HELP EXIT" link in the top right. The main heading is "Login Verification Change PIN". Below this, there is an information icon and text: "For verification, please re-enter your **Personal Identification Number(PIN)**, then click **Login**." A note follows: "NOTE: If you believe the last web access date shown below does not accurately reflect the last time you accessed your account, please contact the helpdesk at x2200." A red 'X' icon indicates an error: "Your PIN has expired. Please change it now." Below this are three input fields: "Re-enter Old PIN:", "New PIN:", and "Re-enter new PIN:". A "Login" button is at the bottom left.

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.

The screenshot shows a web browser window titled "Online Access to BannerWeb". The page content includes a "HELP EXIT" link in the top right. The main heading is "Login Verification Security Question and Answer". Below this, there is an information icon and text: "If you ever forget your PIN, you can reset it yourself, without calling for assistance." A note follows: "Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters." Below this are two input fields: "Enter Question:" with the text "What's my favorite ice cream flavor" and "Answer:" with the text "Strawberry". A "Submit" button is at the bottom left.



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*

Personal Information

Student Services

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

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

Student Information & Registration

Register for courses. View your academic records. Record your Volunteer Hours.

6. Select "Student Information & Registration"

Personal Information

Change your PIN or security question; View social security number change information.

Student Services and Financial Aid

Registration

Check your registration status; Add or drop classes; Display your class schedule.

Student Records

View your holds; Display your grades and transcripts.

7. Click the "Student Records" link.

Volunteer Service Tracking

Enter your hours for volunteer activities

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.

Student Records

[View Holds](#)

Final Grades

Summer 2009: Bread Loaf and Language Schools final grades are posted as they are received.

NOTE: Middlebury Schools Abroad grades are posted as they are received.

Academic Transcript

Degree Progress Report - Middlebury Undergraduates Only

View attributes assigned to courses taken or in progress that satisfy academic distributions, cultures

Final Grades

Select a Term: Summer 2009

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.