

# 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 bottom menu bar. Internet Explorer, on either the PC or Mac, is recommended.

To protect your privacy, always exit and close your browser after each use.



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 (mmddy)**. 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:**

Online Access to BannerWeb

HELP EXIT

Login Verification Change PIN

For verification, please re-enter your **Personal Identification Number(PIN)**, then click **Login**.

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.

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Login

**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.**

Online Access to BannerWeb

HELP EXIT

Login Verification Security Question and Answer

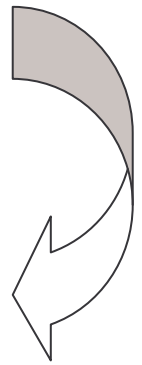
If you ever forget your PIN, you can reset it yourself, without calling for assistance.

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.

Enter Question:

Answer:

Submit



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.

#### Volunteer Service Tracking

Enter your hours for volunteer activities

7. Click the "Student Records" link.

8. Select the "Final Grades" link for your final semester grades only. Students are notified by email when grades have been posted; no grades are sent home. You will then need to select a

### Student Records

#### Final Grades

Final Grades for **Summer Language School 2005** are now posted -- August 19, 2005. (See also 'Academic Transcript' link below.)

Final Grades for **Bread Loaf School of English 2005** are now posted -- August 23, 2005. (See also 'Academic Transcript' link below.) NOTE: If grade roster has not yet been received from the instructor and will be posted as soon as received.

#### Academic Transcript

Undergraduates will find the PE courses taken before Fall 2003 at the bottom of this Academic transcript under "comments."

#### Account Summary by Term

View your account by semester.

#### Account Summary

View your account history.

#### Degree Progress Report

College Writing (CW) and Physical Education (PE) and Winter Term credits (WTR) earned before Fall 2003 are summarized at the top using the following codes:

### Final Grades

Select a Term: Summer 2005

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.