
2. Click the Pirate Port Link on the Quick links menu.

3. Click Sign in to access Pirate Port.

4. Enter your Pirate ID and Passphrase
5. Select Main SSB Menu from the Banner Self Service Links box

6. Click the continue button to enter Banner Self Service.

7. From the Banner Self-Service main menu. Select **Faculty and Advisors**.
8. Click on **Submit a Grade Change**

![Faculty and Advisors menu]

9. **Choose a Term** from the **Select a Term**: pull down menu

![Choose a Term]

10. Click **Next Page** Button.

![NOTE: Only the primary instructor assigned to the course can make a grade change or remove an incomplete. Only the rosters of the instructor assigned to the Pirate ID will be displayed.]

11. **Choose a Course** from the **Select a CRN**: pull down menu

![Choose a Course]
12. Click **Next Page** Button.

13. Choose a Student from the Select a Student: pull down menu

![Choose a student](image)

**Please Note:**
- It is prohibited to update academic history of students who have graduated.
- Grade changes cannot be processed for students who have withdrawn from the course.

14. Click **Next Page** Button.

15. In the Grade Change Form Select Grade from the New Grade: pull down menu

![Grade Change Form](image)
16. **NOTE:** The New Grade pull down menu will differ depending on the Term selected and student level (Graduate or Undergraduate).
17. **Select** a reason from the **Grade Change Code**: pull down menu.

![Grade Change Form](image)

Incomplete Grade Changes:
- Select grade from the New Grade: pull down menu
- Enter Date in Work completed Date: Field

![Incomplete Grade Change Form](image)

18. **Click** [Next Page] Button.

19. **REVIEW** and **CONFIRM** the grade change **BEFORE** clicking the submit button.

> **WARNING**: Click the Submit button only once. Clicking submit multiple times will insert multiple grade change records in Banner.
20. **Click** [Submit] to complete the Grade Change.

21. A confirmation page will be displayed.

22. An email will be sent to the student, the instructor and the advisor notifying them that a grade change has been processed.
Advisor

To: ADVISOR

A change of grade has been processed for the following student and course:

FINA 6624 601

Please go to student’s transcript in Self Service Banner to see updated information.