New Mexico State University
Entering Final Grades

1. Log into myNMSU at http://my.nmsu.edu using your NMSU Username and Password.
2. Select your Faculty tab.
3. On the Faculty tab, select Banner Self Service, locate Faculty.
4. Click Final Grades.
5. On the Select Term page, select a (TERM) from the drop down list and click on the Submit button.
6. On the Select a CRN page, select the class (CRN) for which you would like to submit the final grades and click on the Submit button.
7. In the Grade column, select the grade for each student.
8. For Students who do not receive a passing grade, enter the date the student last attended in the Last Attend Date column.
9. Click Submit.

There is a 60 minute time limit on entering final grades, you MUST click the submit button with in 60 minutes. Once you click submit the 60 minutes starts again. Recommend inputting grades and click on submit button often.

For additional questions, please contact Student Information Management at onestop@nmsu.edu or 646-7383.