

## ONLINE GRADE ACCESS

Your grades are available online for viewing or printing. If you find that you are missing a grade, please contact the instructor of that course to inquire about your grade.

To access your online grades, follow these steps:

- Go to [www.hartford.edu](http://www.hartford.edu)
- Click on Quick Links in the lower right hand corner
- Choose Self-Service Center
- Choose Student Sign-On
- On the Secure Login Page, enter your User ID (your University ID) and your PIN (initially set at your date of birth – 6 digits). Click

Note: If you try to log on 3 times without success, the system will automatically disable your account. In that case you will need to contact the Registrar's Office (768-5589) to have your PIN reset.

- On the Self-Service Menu, choose Student Main Menu.
- From the Student Main Menu, click On-Line Academic Records Service.
- Choose View or Send Grade Mailer.