Changing “Official” Grades
Navigation: Faculty Tab>Grade Rosters Tab

*Please note that Grade Changes can be made through this process in MyRED for up to 1 year after the original Official Grade was posted (ex.- grades for Spring 2015 <1158> were due 5/14/15, so you will be able to change them using this process until 5/14/16). After 1 year has passed a Change of Student Record Form must be filled out and submitted to the Office of the University Registrar in room 107 at the Canfield Administration building.

Follow these steps if you need to change a grade that has been posted to a student’s record.
1. Open your web browser
2. Go to http://www.unl.edu
3. Hover of the Current Student section found on the red banner across the top
4. Scroll down and click on the MyRED link
5. Enter your NUID into the NUID field
6. Enter your password (the same password used to access Firefly)
7. Click Log In

If you do not remember your password, use this link to get help establishing a new one.
When you log onto MyRED, if you are not automatically on the **Faculty** tab, you can access it by hovering over the person icon on the upper right-hand side of your Home Page.

8. Click on the **Grade Roster** tab
9. Find the Final Grade Roster in which you would like to change a student’s grade that has been posted to their record, then click on the **Posted** status in the **Final Grade** column.

10. A box will open up within the browser, select the **Request Grade Change** link.
11. Change the desired original grade(s) by clicking the drop-down box in the **Official Grade** column and selecting the new grade.

12. Click **Submit** at the bottom of the page when you are done with your edits.

13. Note – “**Success**” will appear next to the grade after the official grade has been successfully changed.