1. Log into MyRED using your NUID and TrueYou password. If you are not on the Faculty tab, click on the word Faculty.

2. To view your grade rosters, click on the Grade Roster tab.

3. 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.

   To change the term and see previous Grade Rosters, click on the drop-down box to find past terms.
4. A box will open up within the browser, select the Request Grade Change link.

5. Change the desired original grade(s) by clicking the drop-down box in the Official Grade column and selecting the new grade.
6. Click Submit at the bottom of the page when you are done making edits.

7. “Success” will appear next to the grade after the official grade has been successfully changed!