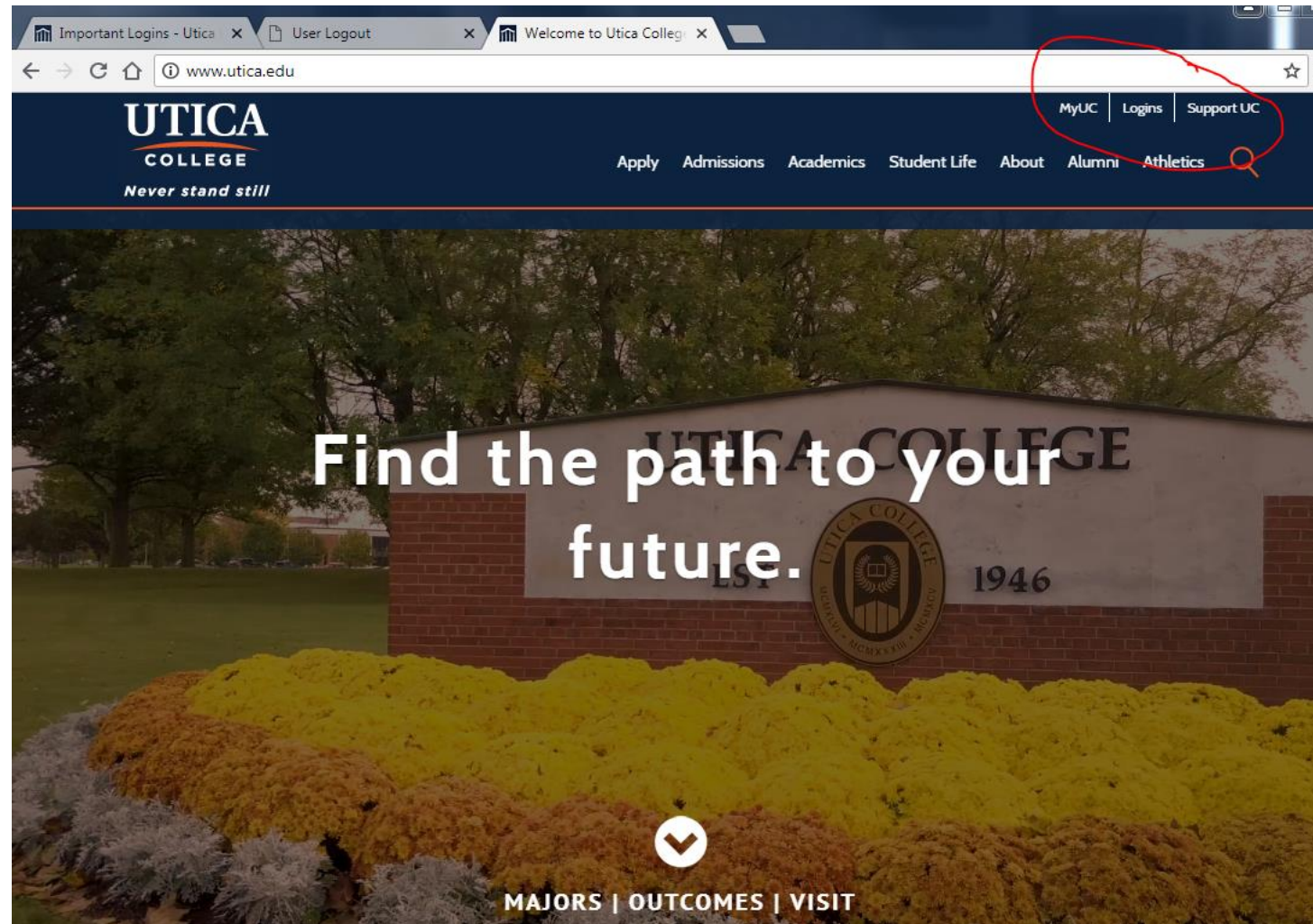


**How to access Midterm  
and Final Grades  
On “*BannerWeb*”**

1. Go to [www.utica.edu](http://www.utica.edu) and click on “Logins” in the upper right corner.



## 2. Click on “BannerWeb”.

The screenshot shows the homepage of Utica College. At the top left is the college logo with the tagline "Never stand still". To the right is a navigation bar with links for "MyUC", "Logins", and "Support UC", and a secondary menu with "Apply", "Admissions", "Academics", "Student Life", "About", "Alumni", and "Athletics". A search icon is also present. Below the navigation bar, the page is divided into several sections. On the left is a "QUICK LINKS" sidebar with a list of links including "Academic Programs", "Apply to UC", "Current Students", "Employment Opportunities", "Evaluate Your Classes Online", "Logins: BannerWeb, Mail, etc.", "Make a Gift to UC", "Orientation", "President's Greeting", "Transcripts", and "UC Daysheet". Below this is a "CONTACT" section with the office of Marketing and Communications information. At the bottom left is a "MAKE A GIFT TO UC RIGHT NOW" banner featuring a photo of graduates. The main content area features a large banner image of a man in a plaid shirt talking to two other people, with the text "About Utica College" overlaid. Below this is an "Important Logins" section with a heading and a sub-heading: "Use these convenient links to access your UC resources anytime... anywhere." This section contains a grid of links: "Academic Alert", "Adjunct Portal", "AdobeConnect", "BannerWeb" (highlighted in yellow), "CANVAS", "Emergency Alert", "PeopleAdmin", "PioneerPlace", "Read & Write Gold", "Room Reservations", "SiteManager CMS", and "SMARTHINKING". On the right side of the page is a "UC Alert" section with a speech bubble icon, the heading "UC Alert", and the text "Get The (Text) Message." followed by a description of the service and a "Learn more" link.

**UTICA**  
COLLEGE  
*Never stand still*

MyUC | Logins | Support UC

Apply Admissions Academics Student Life About Alumni Athletics

**QUICK LINKS**

- Academic Programs
- Apply to UC
- Current Students
- Employment Opportunities
- Evaluate Your Classes Online
- Logins: BannerWeb, Mail, etc.
- Make a Gift to UC
- Orientation
- President's Greeting
- Transcripts
- UC Daysheet

**CONTACT**

Office of Marketing and Communications  
publicrelations@utica.edu  
(315) 792-3047

**MAKE A GIFT TO UC**  
RIGHT NOW

**About Utica College**

**Important Logins**

Use these convenient links to access your UC resources anytime... anywhere.

- Academic Alert →
- Adjunct Portal →
- AdobeConnect →
- BannerWeb →**
- CANVAS →
- Emergency Alert →
- PeopleAdmin →
- PioneerPlace →
- Read & Write Gold →
- Room Reservations →
- SiteManager CMS →
- SMARTHINKING →

**UC Alert**

Get The (Text) Message.


UC Alert helps keep you informed about safety concerns as they emerge.  
[Learn more →](#)

3. Click on “Enter Secure Area”.



- ▲ Enter Secure Area
- ▲ General Financial Aid
- ▲ Campus Directory
- ▲ Class Schedule
- ▲ Course Catalog


4. Login with your Utica College “Username” and “Password” then click “Login”.



HELP EXIT

## User Login

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 Please enter your Faculty/Staff/Student Utica Web Mail **Username** and **Password**. When finished, click **Login**.

\*\*\* Please remember that both the username and password are case sensitive. \*\*\*

When you are finished, please Exit and close your browser to protect your privacy.

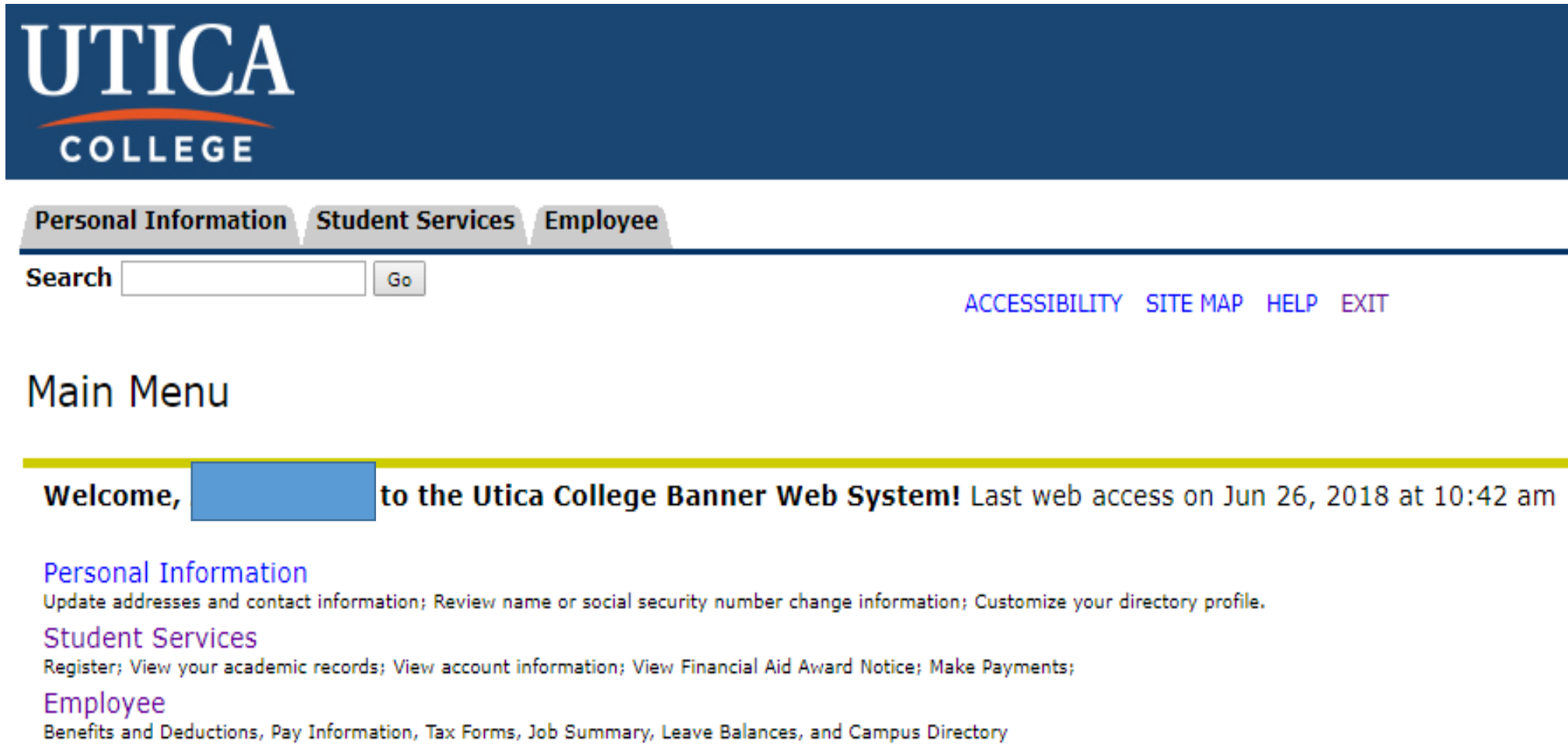
**Attention:** To retrieve your Username and Password, please visit <http://password.utica.edu>.

**Username:**

**Password:**

[Click Here for Help with Login?](#)

5. This is your homepage in *BannerWeb*. You will find tabs for Personal Information (demographics) and Student Services (academic). An employee tab will be seen if you obtain employment at Utica College, otherwise it will not be included on your homepage.



The screenshot shows the homepage of the Utica College Banner Web System. At the top, there is a dark blue header with the Utica College logo in white. Below the header, there are three tabs: "Personal Information", "Student Services", and "Employee". A search bar with a "Go" button is located below the tabs. To the right of the search bar, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". Below these links, the text "Main Menu" is displayed. A yellow horizontal line separates the main menu from the rest of the page. Below the line, the text "Welcome, [redacted] to the Utica College Banner Web System! Last web access on Jun 26, 2018 at 10:42 am" is shown. Underneath, there are three sections: "Personal Information" with a description, "Student Services" with a description, and "Employee" with a description.

**UTICA**  
COLLEGE

**Personal Information** **Student Services** **Employee**

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

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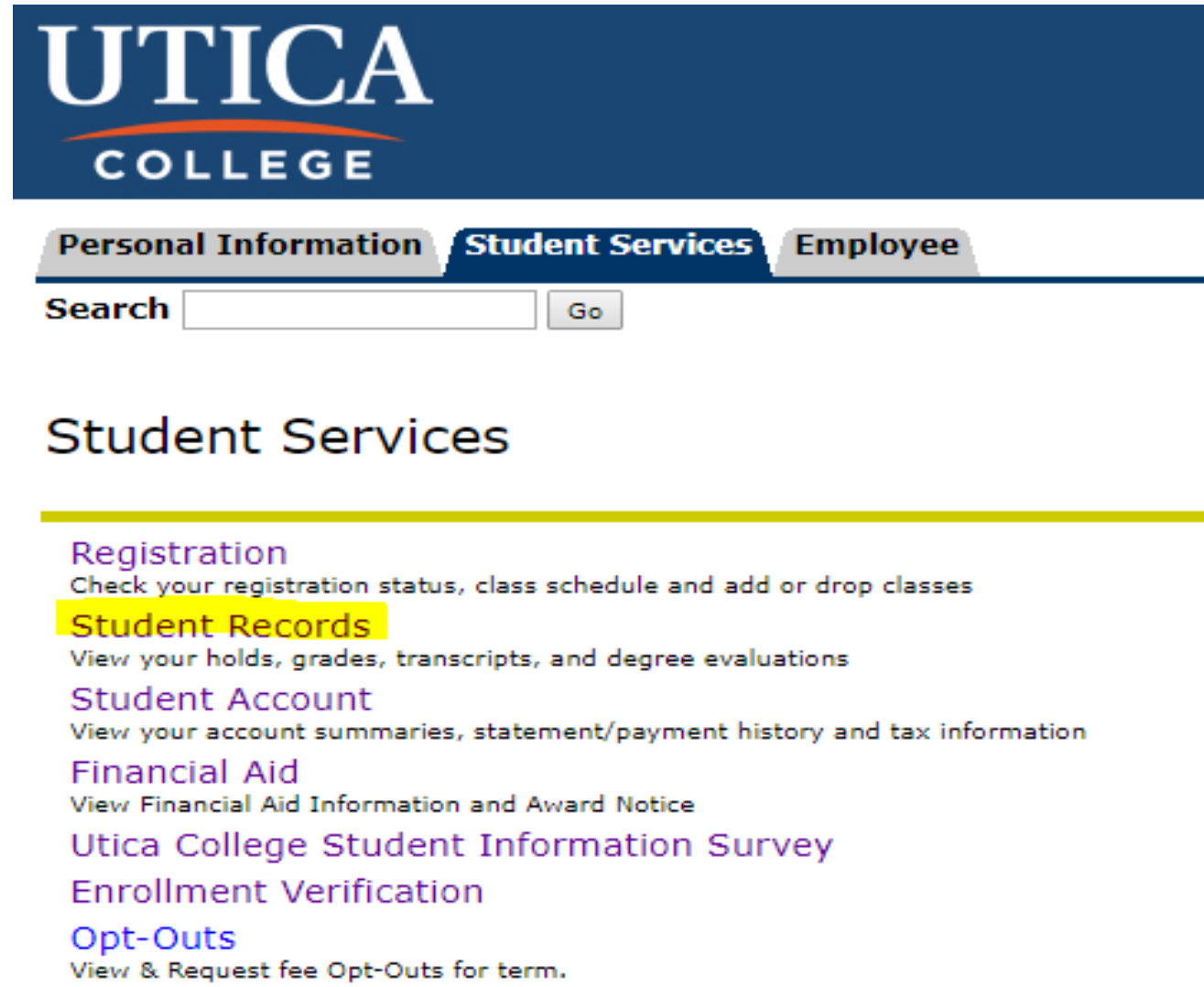
Welcome, [redacted] to the **Utica College Banner Web System!** Last web access on Jun 26, 2018 at 10:42 am

**Personal Information**  
Update addresses and contact information; Review name or social security number change information; Customize your directory profile.

**Student Services**  
Register; View your academic records; View account information; View Financial Aid Award Notice; Make Payments;

**Employee**  
Benefits and Deductions, Pay Information, Tax Forms, Job Summary, Leave Balances, and Campus Directory

6. Click on “Student Services” and then “Student Records”.



The screenshot shows the top navigation bar of the Utica College website. The logo "UTICA COLLEGE" is displayed in white on a dark blue background. Below the logo, there are three tabs: "Personal Information", "Student Services" (which is highlighted in dark blue), and "Employee". Under the "Student Services" tab, there is a search bar with the text "Search" and a "Go" button. Below the search bar, the heading "Student Services" is displayed. A horizontal yellow line separates the heading from the list of services. The list includes: "Registration" (with a sub-description: "Check your registration status, class schedule and add or drop classes"), "Student Records" (highlighted in yellow, with a sub-description: "View your holds, grades, transcripts, and degree evaluations"), "Student Account" (with a sub-description: "View your account summaries, statement/payment history and tax information"), "Financial Aid" (with a sub-description: "View Financial Aid Information and Award Notice"), "Utica College Student Information Survey", "Enrollment Verification", and "Opt-Outs" (with a sub-description: "View & Request fee Opt-Outs for term.").

**UTICA**  
COLLEGE

**Personal Information** **Student Services** **Employee**

Search

## Student Services

---

- [Registration](#)  
Check your registration status, class schedule and add or drop classes
- [Student Records](#)**  
View your holds, grades, transcripts, and degree evaluations
- [Student Account](#)  
View your account summaries, statement/payment history and tax information
- [Financial Aid](#)  
View Financial Aid Information and Award Notice
- [Utica College Student Information Survey](#)
- [Enrollment Verification](#)
- [Opt-Outs](#)  
View & Request fee Opt-Outs for term.

7. Select either *Midterm* or *Final Grades*.

The screenshot shows the top navigation bar of the Utica College website. The logo "UTICA COLLEGE" is displayed in white on a dark blue background. Below the logo is a horizontal menu with five items: "Personal Information", "Student Services", "Faculty Services", "Employee", and "Finance". The "Student Services" item is highlighted in dark blue. Below the menu is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT".

The main content area is titled "Student Records" and is separated from the navigation bar by a thick yellow horizontal line. Below this line is a list of links:

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Order Official Transcripts](#)

Below the list of links is a note: "Clicking this link will lead you to the Parchment transcript ordering site. Parchment is Utica College's partner for transcript ordering."



8. Select the *term* from the drop down menu. The next page will show your courses and grades for the selected term.

**UTICA**  
COLLEGE

**Personal Information** **Student Services** **Faculty Services** **Employee** **Finance**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Final Grades

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Select a Term:

[\[ View Holds \]](#)

**RELEASE: 8.4**

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