myUH (PeopleSoft) — the connection to managing a wide range of activities—from managing courses, seeing grades, making payments, viewing academic records, and much more! Faculty can use myUH (PeopleSoft) to view rosters and class schedules, perform a class search, help advisees, and assign grades.

Requirements— Internet access, internet browser, active UH CougarNet account, and primary instructor for UH course(s)

What do you want to do?
I am currently employed by the University of Houston and teach a course. The semester is over, I have already officially posted grades into myUH (PeopleSoft) but now I need to make some grade changes.

1.1
Use an internet browser and visit [http://accessuh.uh.edu](http://accessuh.uh.edu)

Once the page loads, enter your “CougarNet ID” and “CougarNet Password.”

Password creation/resets can be accomplished by clicking on “Change your CougarNet Password” and following the on-screen directions.

1.2
Once logged in, click on the “myUH / UH Self-Service” icon.
1.3

On the main page, click on “Faculty Center.”

A list of your current courses will appear. To locate a past semester, click on the “change term” button.

Click on the “Grade Roster” icon to assign/change grades for a particular course or section.

1.4

Once the class loads and current grades are visible, click on the “Request Grade Change” link.

1.5 A

To change a grade in a current semester:

Within the “Official Grade” column, click the drop down box to change the grade of a particular student.

Once all necessary changes have been made, scroll down and click “Submit”
To change a grade in a previous semester:

Click on the “Grade Change” link for a particular student.

Enter the new grade within the “Request Grade Change” text box or use the magnifying glass icon to review grade options and select the new grade.

Click “Submit” to confirm the grade change request.

*Note.* Ensure to be in the correct semester before changing a student’s grade (see step 1.3).

Congratulations! You have successfully made grade changes through the myUH (PeopleSoft) system.