**Posting Grades to myUH (PeopleSoft)**

*A tutorial for UH College of Education faculty and staff*

**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 and I would like to officially post grades into myUH (PeopleSoft).

1. **Use an internet browser and visit**
   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.

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

1.4
A drop box is available next to the name of each student.
Click the drop box to assign the student their earned letter grade for the semester.
Repeat this step for each student listed.
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1.5
After all students have been assigned a letter grade, scroll down and click on “Save.”

1.6
To go back and enter grades for another course, scroll up on the page and click on “Faculty Center” or “my schedule.”

1.7
Repeat steps 1.3 - 1.6 for each course.

Congratulations! You have submitted final grades through the myUH (PeopleSoft) system.

If you have any questions regarding the content of this tutorial please contact the CITE Lab Help desk (713-743-9833 / http://www.coe.uh.edu/cite).