Logging into Banner

1. Open an Internet browser.

2. Go to WestConnduit.wcsu.edu

3. From WestConnduit, click the Banner Web tab, or Banner (my info) icon link.

4. Enter your WestConn (Windows) Username and Password.

NOTE: If you have forgotten your password, or it has expired, you will need to reset it before you can login. You can change your password by going to http://wcsu.edu/password, or clicking on Click here to reset your password from the Banner Web login screen.
Entering Grades Online

From the BannerWeb Home screen:

1. Choose Faculty & Staff Services.
2. From the list of options, choose Mid Term Grades or Final Grades.
3. Select a Term from the dropdown list and click Submit.
4. Select the course (CRN) from the dropdown list and click Submit.
5. The Grade Worksheet will appear containing all of the students enrolled in the course.
6. From the Grade dropdown box, select the grade the student received.

**NOTE:** You must enter a grade for every student. Please refer to Registrar’s guidelines for valid grades.

7. Click **Submit** (at the bottom of the screen) when all grades for the course have been entered.