This document contains the information you need in order to enter student’s final grades through the Banner Faculty Self Service system. Banner Online is now accessed through the myCommNet portal. HTTP://WWW.MY.COMMNET.EDU
Entering grades through myCommNet

1. Navigate to and log-into the myCommNet portal.  
   HTTP://WWW.MY.COMMNET.EDU

2. Click on the tab labeled “Faculty”

3. Select the option labeled “Faculty and Advisor Self Service”

4. If necessary, choose the appropriate college.

5. Click either the Faculty Services tab or the Faculty Services link.

6. Click the Term Selection link & select the appropriate term.
7. Select the blue link labeled “Final Grades”

8. From the drop down menu select the course by CRN number. Click Submit.

9. Grades can then be entered using the drop down menus in the Grade column.