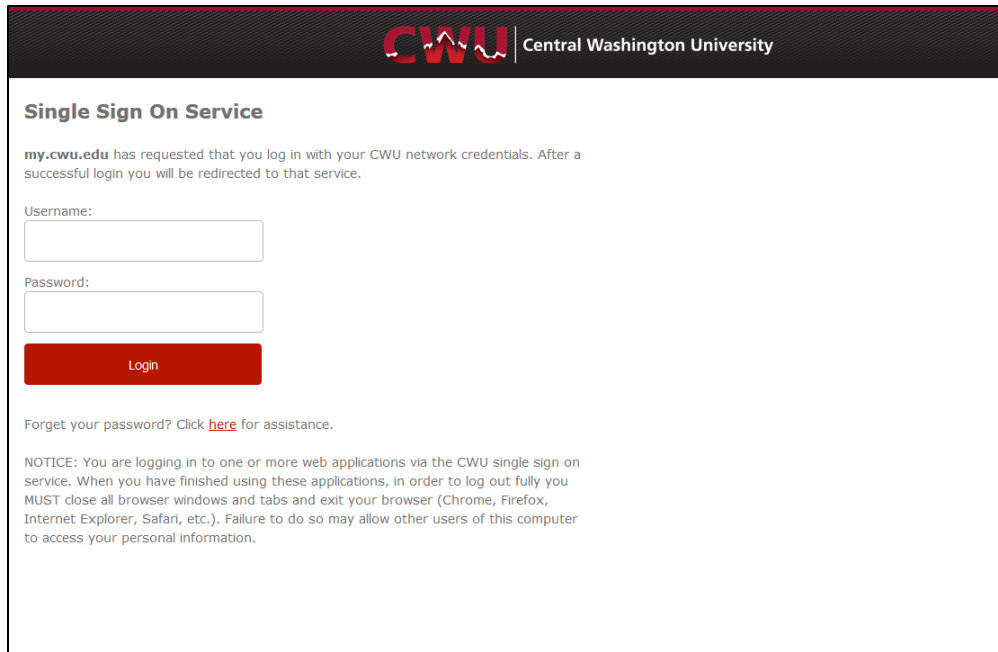


MyCWU Tutorial: Locating Grades and Unofficial Transcript

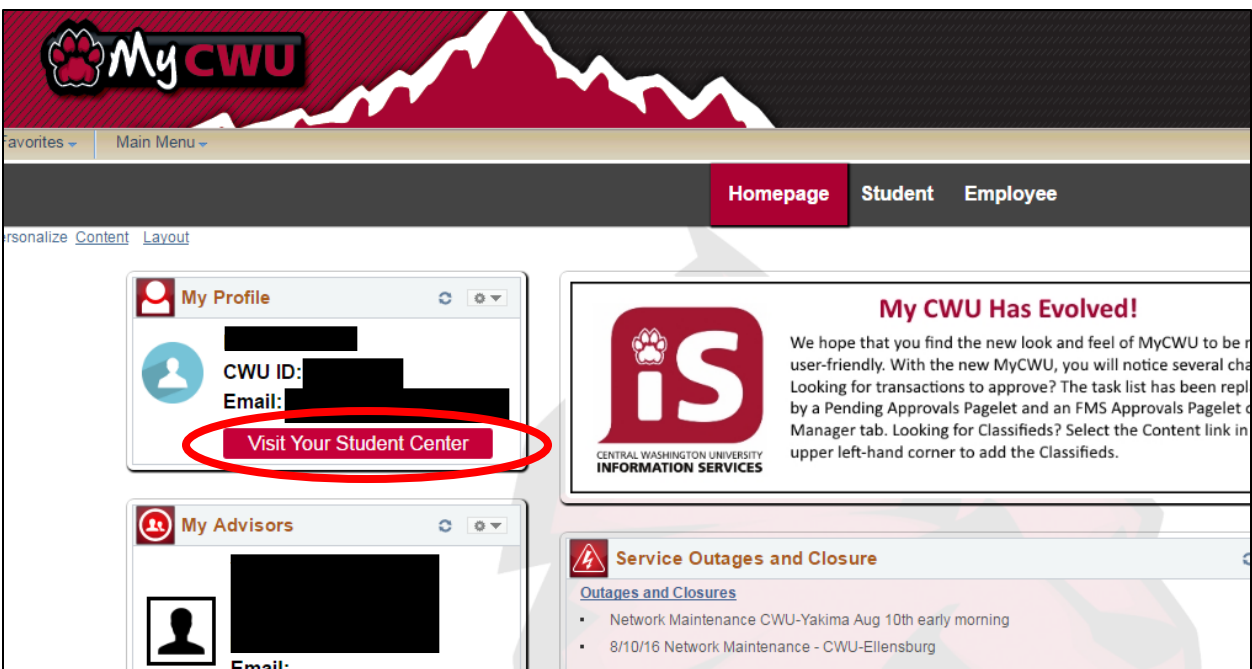
Any information blacked out is personal information of the student whose homepage was used to create this document.

Step 1. Log in to MyCWU using your CWU username and the password that you have created.



The screenshot shows the 'Single Sign On Service' login page for Central Washington University. At the top, there is a CWU logo and the text 'Central Washington University'. Below this, the heading 'Single Sign On Service' is followed by a message: 'my.cwu.edu has requested that you log in with your CWU network credentials. After a successful login you will be redirected to that service.' There are two input fields: 'Username:' and 'Password:'. Below these fields is a red 'Login' button. At the bottom, there is a link for 'Forgot your password? Click here for assistance.' and a notice: 'NOTICE: You are logging in to one or more web applications via the CWU single sign on service. When you have finished using these applications, in order to log out fully you MUST close all browser windows and tabs and exit your browser (Chrome, Firefox, Internet Explorer, Safari, etc.). Failure to do so may allow other users of this computer to access your personal information.'

Step 2. Locate the “My Profile” tab on the Homepage. Click on the red box that says “Visit Your Student Center”. (Your homepage may vary, as students may reset the layout of boxes by clicking the blue “Layout” button in the top, left corner of the screen.)



The screenshot shows the MyCWU homepage. At the top, there is a 'My CWU' logo with a paw print. Below the logo, there are navigation tabs: 'Homepage', 'Student', and 'Employee'. The 'Homepage' tab is selected. In the main content area, there are several widgets. The 'My Profile' widget is highlighted with a red box around the 'Visit Your Student Center' button. The 'My Profile' widget shows a user profile with a CWU ID and an email address, both of which are blacked out. The 'My Advisors' widget shows a list of advisors, also with blacked out information. To the right, there is a 'My CWU Has Evolved!' announcement and a 'Service Outages and Closure' section with a list of outages.

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Step 3. Use the dropdown menu to select “Grades”. Click the blue arrow button to relocate to the grades screen.

The screenshot shows the MyCWU Student Center interface. At the top, there are navigation links for 'Homepage', 'Student', and 'Employee'. Below this is the 'Student Center' header. The main content area is divided into several sections. On the left, there is a 'Search' box and a 'Deadlines' section. The 'Academics' section is expanded, showing a dropdown menu with various options. The 'Grades' option is highlighted with a red circle. The main content area displays a 'Fall 2016 Schedule' table with columns for 'Class' and 'Schedule'. The right sidebar contains sections for 'Holds', 'To Do List', 'Enrollment Dates', 'Advisor', and 'Wildcat Links'.

Step 4. Select which quarter’s grades you would like to view and click “Continue”.

The screenshot shows the 'View My Grades' page. At the top, there is a header 'View My Grades'. Below this is a table with the following columns: 'Term', 'Career', and 'Institution'. The table contains the following data:

Term	Career	Institution
<input type="radio"/> Fall 2016	Undergraduate	Central Washington University
<input type="radio"/> Summer 2016	Undergraduate	Central Washington University
<input type="radio"/> Spring 2016	Undergraduate	Central Washington University
<input type="radio"/> Winter 2016	Undergraduate	Central Washington University
<input type="radio"/> Fall 2015	Undergraduate	Central Washington University
<input type="radio"/> Spring 2015	Undergraduate	Central Washington University
<input type="radio"/> Winter 2015	Undergraduate	Central Washington University
<input type="radio"/> Fall 2014	Undergraduate	Central Washington University
<input type="radio"/> Spring 2014	Undergraduate	Central Washington University
<input type="radio"/> Winter 2014	Undergraduate	Central Washington University
<input type="radio"/> Fall 2013	Undergraduate	Central Washington University

At the bottom right of the page, there is a green button labeled 'CONTINUE'.

Step 5. You can also view your unofficial transcript by selecting “Transcript: View Unofficial” in the Student Center dropdown menu and clicking the blue arrow button. This will take you to a page where you must select “Unofficial Transcript” and “Go”. You can then view all of the courses you have taken through CWU and your GPA.