1. From the ECU Main Web page (www.ecu.edu), click the Pirate Port link.

2. Log into Pirate Port with your Pirate ID and Passphrase.

3. Click on the Main SSB Menu link from the “Banner Self Service Links” widget.

4. Click on the Continue Button after reading the “Something Important to Know” popup window.
5. From the Banner Self-Service main menu. Select the Faculty and Advisors link

6. Click on Submit a Grade Change

7. Choose a Term from the Select a Term: pull down menu
8. Click **Next Page** Button.

**NOTE:** Only the primary instructor assigned to the course can make a grade change or remove an incomplete. Only the rosters of the instructor assigned to the Pirate ID will be displayed.

9. **Choose a Course** from the **Select a CRN:** pull down menu

![Choose a Course](image)

10. Click **Next Page** Button.

11. **Choose a Student** from the **Select a Student:** pull down menu

![Choose a Student](image)

**Please Note:**
- It is prohibited to update academic history of students who have graduated.
- Grade changes cannot be processed for students who have withdrawn from the course.

12. Click **Next Page** Button.
13. **In the Grade Change Form** Select Grade from the **New Grade**: pull down menu

![Grade Change Form](image)

14. **NOTE:** The New Grade pull down menu will differ depending on the Term selected and student level (Graduate or Undergraduate).
15. **Select** a reason from the **Grade Change Code**: pull down menu.

**Incomplete Grade Changes:**
- Select grade from the New Grade: pull down menu
- Enter Date in Work completed Date: Field

16. **Click**  **Next Page**  **Button.**
17. REVIEW and CONFIRM the grade change BEFORE clicking the submit button.

**WARNING:** Click the Submit button only once. Clicking submit multiple times will insert multiple grade change records in Banner

18. Click  to complete the Grade Change.

19. A confirmation page will be displayed.

20. An email will be sent to the student, the instructor and the advisor notifying them that a grade change has been processed.