



PSU has a student information management system which can be accessed electronically. This system allows students to have access to real time grade and enrollment information online. Students are able to access their transcripts, grades, and financial aid information through their student portal, myPlymouth.

### **How do you look up your final grades?**

You will need to navigate to PSU's portal web site <https://connect.plymouth.edu/wp-login.php>. You will need to look up your e-mail address or username and password as described below:

1. Enter your E-mail Address or Username if you are not sure,
2. Click on "What is my password?" to learn about your password
3. Click on "What is my username?" to follow the instructions to determine your user name

Utilize the information you obtained to login to the portal system which grants you access to the **myPlymouth** web portal and a host of benefits including access to your academic and financial information.

Once into **myPlymouth**, make the following choices:

1. **Choose** the tab at the top labeled *Services*
2. **Choose** *Student and Financial Aid*
3. **Click on** *Student and Bursar Records*
4. **Choose** *Academic Transcript*
5. **Choose the appropriate graduate term.**

Your grade information should appear.

For technical assistance, please contact the ITS Help Desk at 535-2929.

**If you need an official transcript** from PSU, the following applies:

Due to FERPA regulations, PSU needs to have a written request, complete with student signature, in order to send grade or transcript information to a student. Requests may be faxed or mailed to PSU's registrar.

Directions for ordering a free official transcript from PSU may be obtained by visiting the web site listed below:

<http://www.plymouth.edu/registrar/transcript.html>