Online Grades – Student User Guide

Log into CNA Self-Service using the following URL: https://ps-web1.cna.nl.ca/psp/CSHRPRD/?cmd=login&languageCd=ENG&

For more information on accessing Self-Service please refer to the Self-Service section of the CNA website:

Once you have logged into the Self-Service web site, click on **Self Service** link in the Menu list:

| cna | College of the North Atlantic | | X |
|---------------|----------------------------------|---|----------|
| Menu | | 0 | 0 🔻 |
| Search: | | | |
| | >> | | |
| ▷ Self Servic | <u>e</u> | | |
| J. | | | |

Select the **Enrollment** link:



Select View My Grades link:



Grades will appear for the most recent term of enrollment:

PLEASE NOTE:

- Grades will show as blank until marks have been entered
- Grades will not display for students who have outstanding fees
- Grades are taken offline prior to the final examination period and will only be available again after the final exam period for all campuses is complete.

| Spring 2017 College of the North Atlantic | | | | | change term | |
|---|-----------------------------------|-------|----------|-------|-----------------|--|
| ⁷ Class Grades | - Spring 2017 | | | | | |
| Class | Description | Units | Grading | Grade | Grade Points | |
| <u>CR 2241</u> | Information Systems Security | 4.00 | 50% Pass | 75 | 12.000 | |
| <u>CR 3455</u> | Scripting with Bash & PowerShe | 3.00 | 50% Pass | 70 | 9.000 | |

Students with multiple terms of enrollment will be able to view grades from previous terms by clicking the **change term** button located in the upper right hand corner (highlighted above). This button will not be present if a student doesn't have more than one term of enrollment.

If you have any questions please contact the CNA Self-Service helpdesk at SSHelpReg@cna.nl.ca

