

## **SIRS Instructions for Teachers Entering Final Grades**

1. Go to [www.mvcc.edu](http://www.mvcc.edu)
2. Hover over the “**Employees**” icon near the top of the page
3. On the bottom of the page, click on the “**SIRS**” icon
4. On the SIRS page, click on the skeleton key titled “**login to secured area**”
5. This will bring you to the **User Login** page
  - a. The direct link to the user login page is:  
<https://caslogin.mvcc.edu/cas/login?service=https%3A%2F%2Fbanner.mvcc.edu%2Fssomanager%2Fc%2FSSB>
6. Enter your **User ID**
  - a. Your user ID is your M#
    - i. If you do not know your M# please contact the Dual Credit office for assistance
7. Enter your **PIN**
  - a. If you cannot remember your PIN, click on the “**forgot PIN**” tab. This will bring you to your security question.
    - i. If you do not know the answer to your security question please contact the Dual Credit office for assistance at [dualcredit@mvcc.edu](mailto:dualcredit@mvcc.edu).
8. Once you are logged in, there are a variety of screens you may see. It is likely you will be asked to participate in a few surveys. The most frequent survey option is the “Emergency Alert Notice”.
  - a. Click on the link. I advise that you opt out of this service (last option on list). If you select to participate, it will send you alerts anytime

there is a security issue on any of the SUNY campuses across New York State.

- b. Click **“Continue”**
9. Click on the **“Main Menu”** or **“Return to Main Menu”** tab. If it brings you back to another survey please finish them and select **“Main Menu”** when finished.
10. On the **Main Menu** screen, click on the **“Faculty & Advisors Menu”** tab
11. Click on the **“Banner 9 Faculty and Advisors”** tab at the bottom
12. For final grades, click on the **“Faculty Grade Entry”** tab
13. Hover over which section you would like to grade and left click. Once you choose a section, it will expand below with drop down boxes for grades.
14. Once you are finished inputting final grades for a section select save. You may leave **“Last Date Attended”** & Hours attended blank for Dual Credit students
15. Repeat steps 12 & 13 for remaining classes
16. Once you are finished, click on the icon in the top right to log out