

SELF SERVICE LOGIN INSTRUCTIONS VIEWING ROSTERS AND POSTING GRADES

In order to login, Self-Service asks you for an Ashland University email address and password.

Your Ashland University email address is your Ashland University username + [@ashland.edu](mailto:ashland.edu).

If you don't already have your username, please visit <https://pass.it.ashland.edu/authorization.do> and enter your name in the search bar at the top right corner.

Once you have your login information, you will click [here](#) to use it in the Self-Service portal.

Please contact us if you have any questions.

[PASSWORD REQUIREMENTS](#)

Once logged in:

- Select "Faculty" to view the courses you are attached to.
- Once you click on a course, the roster will show. You should also see a tab for "Grading". Check your course agreement for a final grades due date.
- Select the "Final Grade" tab to submit for each student. No dates are necessary. See Adjunct Manual for more grading guidelines.

You can also find a video tutorial from Jim [here](#). And one from IT [here](#).
