Step 1.
Open your Internet browser (Internet Explorer, Netscape or other). Type http://www.em.tsu.edu/ on the address line at the top of the screen. Click on “Go” to enter the Enrollment Services web site. Click on “MY Web/Do it Online,” which will take you to the Login page.
STEP 2
Where indicated, enter your user ID (your SSN or TSU ID) PIN number. If this is not your first time login or your PIN hasn’t recently been reset, you will skip to the screen on step 6.
Step 3.  
**if** you are logging in the first time or your PIN has been reset, you will come to the screen above, and you will need to change your PIN. In the field marked "Re-enter Old PIN," enter your date of birth (MMDDYY). In the field marked "New PIN," enter a new PIN number. (Choose any six-digit number (0-9)). Re-enter the new PIN in the following field. Click "Login". You will skip to step 5 if this is not your first time log in.
Step 4
In the field marked "Enter Question," type a question that only you can answer, such as "What is my mother's first name?" or "What is the name of my dog?" Type the answer in the field marked "Answer." Click “Submit”
Step 5
Read the terms of usage, then click on “Continue.”
STEP 6

Click on “Faculty Services" to view your class schedule, detail class list (Class Roster), view and/or submit your mid-term or final grades.
STEP 7

Click on "Term Selection"
STEP 8

Select the term from the drop-down box and click on “Submit Term.”
STEP 9.
Select the course the drop-down box and click on “Submit CRN.”
STEP 10.
Select the course the drop-down box and click on Submit CRN. On the next screen select either “Mid Term” or “Final” Grade.
STEP 11
Select the Grade from the drop-down menu and Click Submit Changes. Choose different CRN at the bottom of the class roster on the above page or repeat Steps 9-11 to submit grades for other classes.
Security is Everyone Business

- Do not share your password or security question with anyone.
- Do not leave your computer unattended if you are still logged into the system.
- Always use the secure EXIT button when you have finished utilizing the MY Web system.
- Close your Web browser when you are done
FYI

- “AU” (Audit) and “W” (Withdrawal) grades do not need to be assigned.
  - Reason: These two are system automated grades.
- If you assign an “I” (Incomplete) please assure that proper paperwork is submitted to your department. “I’s” can only be given for final grades and should be avoided for Mid Term Grades.
- NAT simply means that the student was Not in Attendance.