

## Student Grades and Receipts

*Easy instructions for retrieving  
grades and receipts from PSU*

**First access the PSU system Banweb at: [www.banweb.pdx.edu](http://www.banweb.pdx.edu)**

### Grades:

1. Enter your “PSU ID” (PSU User ID – without dashes) and “PIN” (date of birth, 6 digits without dashes) in the fields provided.  
*NOTE: If you have a log-in problem, call (503) 725-3511, select ‘Option 2 and then Option5’.*
2. Click on the *Student Services and Financial Aid* link.
3. Click on the *Student Records* link.
4. Click on the *Final Grades* link.
5. Select the completed term from the “Select a Term” pull-down menu.
6. Click the *Display Grades* button to retrieve your grades.

### Receipts for payment:

1. Enter your “PSU ID” (PSU User ID – without dashes) and “PIN” (date of birth, 6 digits without dashes) in the fields provided.  
*NOTE: If you have a log-in problem, call (503) 725-3511, select ‘Option 2 and then Option 5’*
2. Click on *Student Services and Financial Aid* link.
3. Click on *Student Records* link.
4. Click on *Account Summary by Term* link.
5. All charges/payments will be itemized in the summary of your account – print copy.

### Ordering official transcript:

If you would like to receive an official copy of a transcript, you must request one in writing. Please go to the following web site for ordering information: [www.pdx.edu/registration/transcripts.html](http://www.pdx.edu/registration/transcripts.html) or call 503-725-3401.

**If you have other questions about being a student at  
PSU, see our student handbook at  
[www.ceed.pdx.edu/info\\_for\\_students.shtml](http://www.ceed.pdx.edu/info_for_students.shtml)**