

Grade & Transcript Information



COLLEGE OF EDUCATION
& HUMAN SERVICES

**CENTER FOR
ADMINISTRATION
& LEADERSHIP**

CENTRAL MICHIGAN UNIVERSITY

To view your grade and to request a transcript, it will be necessary for you to access the CMU Student Portal.

CMU Student Identification Number (Global ID)

All students are assigned a student identification number upon admission to CMU. New students will be assigned a student identification number after you earn Non-degree Graduate status. This requires a completed Non-Degree Graduate Admission Application and a \$50 fee. CMU will receive the course registration information from TCL. CMU receives your registration from TCL after you start the course. You can find your CMU student ID number at the CMU Student Portal.

CMU Global ID for Previous CMU students

If you have previously taken a course through CMU (including non-TCL courses), you have already been assigned a CMU student identification number, called the Global ID. New students will be assigned a global ID after the Admissions Application is approved.

Accessing Your Global ID

Log on to <https://myaccount.cmich.edu/newaccount> and follow the prompts to set up your account. If you need assistance, you may contact the CMU HelpDesk at 800-950-1144, ext. 3662, or by email at helpdesk@cmich.edu.

Accessing Your Grade(s) Online

Log into the CMU Student Portal at centrallink.cmich.edu using your CMU global ID and password. Once at the Student Portal follow these instructions (the Student Portal can be accessed 24 hours a day 7 days a week):

- Click on *My Account* in the upper right corner, just above the search box
- Under the heading *Academics*, click on *View My Grades*
- Select the term and academic year in which the course ended
- Select Doctoral/Graduate for the level
- Click *View Grade Report*

Please note:

- **Grades are posted approximately 4-6 weeks after the course end date.**
- **You will receive an email from CMU once your grade is posted and your transcript is available.**
- **Please wait to request a copy of your transcript until your grade is posted.**

Transcript Request

You can access an **unofficial** copy of your transcript in the Student Portal. To request an **official transcript**, please visit registrars.cmich.edu.

The CMU Student Portal offers access to a number of features. Individuals who take Connecting Link classes will be able to access the portal once they obtain their global ID. Students who take Connecting Link classes will not use the portal to register. Please use the registration packet provided by The Connecting Link.