How to Access Self-Service
You can access Self-Service directly either one of two ways:

1. Go directly to the Self-Service log-in screen at **selfservice.twu.edu**:

   ![Sign In](image)

   Use your TWU Username & Password to log-in

   OR...

2. From the TWU portal landing page (**portal.twu.edu**), simply click on the **Self-Service** icon, which will then take you to the same log-in screen.

3.

Grading
When final grading is open, you will have the ability to enter grades through the grading roster.

To open the grading roster, from the Section Details screen, click on “Grading”, and then click on “Final Grade”:
• Enter a final grade from the drop-down menu for every student on the roster. When you enter a grade, it is submitted in real time as it is entered. There is no final submit button. You may change grades up until grading closes.

• For students who fail the course due to having never attended (or engaged), click the “Never Attended” box and enter a grade of “FN” (or “DFN” for undergraduate developmental courses)

• For students who fail the course due to having stopped attending (or stopped engaging), enter the known last date of attendance and enter a grade of “FS” (or “DFS” for undergraduate developmental courses).