

## How To View Student Grades Online

- 1) Go to the web site <https://finlandia.empower-xl.com> (you can view any of your Finlandia registration, grades, financial aid or student account records online here)
- 2) Log in to the site using your *network* account username and password
- 3) Roll your mouse cursor over the Records and Requests tab, then select either **Grade Report by Semester** or **Historic Grade Report**.
- 4) When you log into the system, the current date is recognized, so **Grade Report By Semester** will show the grades for the current semester (including Midterm grades). Changing the semester by clicking the blue Change filter parameters (then clicking the Return to Previous Page button) link allows you to view grades for a specific semester.
- 5) The **Historic Grade Report** shows all of your grades (and any transfer credits accepted) for all of your semesters at Finlandia University, as well as any courses you have registered for in a future semester. The Historic Grade Report only shows Final Grades, not Interim/Midterm grades.

*Remember that semester and historic grade reports are unofficial grade reports for your use and ARE NOT OFFICIAL TRANSCRIPTS. If you require an official transcript, click the **Request a Transcript** option under the Records and Requests tab, fill out the form and submit to the University Registrar's Office, Mannerheim 100A. Please note that there is a \$3.00 charge for a personal copy.*

### **Please note the following about transcript requests:**

- Transcripts cannot be released for students with an outstanding student account balance at Finlandia or for students in default on a Perkins Student Loan from Finlandia University. Each transcript request must be reviewed by the Director of Student Accounts.
- There is no charge for a transcript issued to a third party, for example, a college, university, or employer; however, if **same day service** is needed, there is a **\$10.00 service charge**.
- **A personal copy of a transcript on official paper costs \$3.00. It is stamped "Issued to Student" and is considered unofficial.**
- Priority mail service is \$5.05, (3-5 days), and express mail service is \$18.11 (1-2 days), both subject to USPS increases.
- UPS Next Day Service to a physical address is \$30.00, subject to UPS increases.
- An unofficial record of classes for personal use can be printed in the University Registrar's Office on plain white paper for **currently enrolled students**. It will be stamped unofficial. You can also print an unofficial Historic Grade Report off the Empower web site <https://finlandia.empower-xl.com>
- Finlandia University does not fax or email transcripts.
- When requesting a personal official copy of a transcript or special mail services, please include a Visa, Master Card, or Discover credits card number, the name on the credit card being used, the expiration date, and the three-digit code from the back of the credit card.