

NCMIS



Navy College Management Information System



Grade Entry Application USER GUIDE

Version 16-1
January, 2016

Table of Contents

NCMIS Grade Entry Application	1
Introduction	1
Logon	2
Password	3
Question Set Up.....	3
Forgotten Password.....	4
Entering Grades	4
List of Grade Values.....	5
Loading Grade Files.....	6
Entering Individual Grades.....	7
Search by SSN or name	7
Search by Date Range	8
Canceling Courses.....	8

NCMIS Grade Entry Application

Introduction

The NCMIS Grades Entry Application (GEAP) is the online application which allows schools to post grades for Navy Marine Corps and Coast Guard grades students using Tuition Assistance (TA). The application enables users to post individual grades or upload grade files via an excel spreadsheet format.

NCMIS uses personally identifiable information to positively identify service members, so to safeguard the system from unauthorized access we ask that each school assign a supervisor to request user accounts for individuals that will post grades. We ask user accounts be assigned to a single individual and no two individuals share an account. We also ask to be notified when users no longer require access. Access to NCMIS may be revoked at any time without notification if set guidelines are not followed.

To apply for an account, request a password reset or for more information please email us at: sfly_ncmis_mgmt_ofc@navy.mil

Logon

The application can be accessed at URL, <https://myeducation.netc.navy.mil/grades/>. The user must read the government information system legal notice and select OK to continue to the logon screen.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

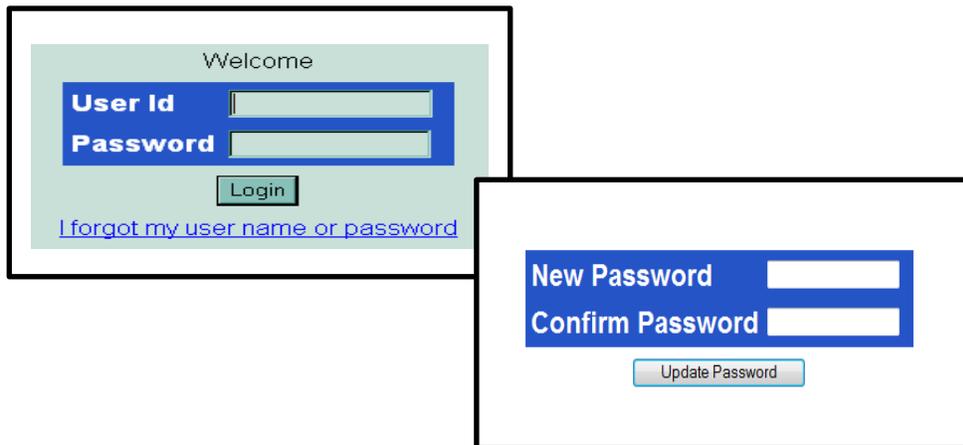
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Ok

Password

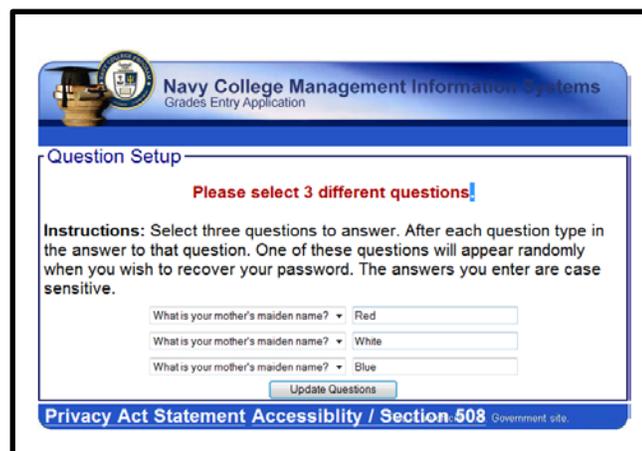
Enter User ID and password and click the “Logon” button or press enter. When you log in for the first time you will be asked to change your password. Simply enter a new password, confirm the new password, and select the “Update Password” button. Passwords must be 14 characters long and contain one uppercase character, one lowercase character, one number and one special character.

Allowed special characters are: !"#%()*+,-./:;<=>[]^_`{|}~



Question Set Up

You must select answers to three random questions. One of these questions will appear when you wish to recover your password. The answers you enter are case sensitive.



Forgotten Password

If you forget your password, select the link below the logon button. Retrieve your password by either entering your grades portal user name or the email address associated with your account. A challenge question will appear. The answer to the challenge question is case sensitive. If you answer the challenge question correctly, you will be given the opportunity to enter a new password for your account. If additional assistance is required, please send an email to sfly_ncmis_mgmt_ofc@navy.mil for assistance.

Enter your email address: _____

Email :

OR

Enter your user name: _____

User Name :

Entering Grades

Grade rosters can be uploaded to the system on a file template or individual grades can be entered for a student or group of students. You can find single student by performing a search of the individuals name or SSN, or you can search for an individual or a group of students by a course completion date range.


Navy College Management Information Systems
Grades Entry Application

Welcome, N01Test: [Logout](#) | [Question Setup](#)

Upload Grades File

Upload: [Template](#)

Search By Course Completion Date, Student SSN, or Last Name

From Date	<input type="text" value="dd-MMM-yyyy"/>	To	<input type="text" value="dd-MMM-yyyy"/>	Date
Student SSN or Last Name	<input type="text"/>	<input type="button" value="Search"/>		

Wild Cards allowed in SSN (*1234)

[Privacy Act Statement](#) [Accessibility](#) / [Section 508](#) Government site.

List of Grade Values

Below is a list of grades you may post in NCMIS. The system ignores (+/-) values. A collectable grade indicates a grade where the service member will have to pay tuition back to the U.S. Government. Grades can be entered or updated by the school. The school loses the ability to change a grade once the collection process starts.

A- Pass

B- Pass

C- Pass (*Collectable grade at graduate level*)

D- Pass (*Collectable grade at graduate and undergraduate level*)

F – Fail (*Collectable grade*)

I – incomplete (*Collectable if passing grade not posted within 6 months*)

N- Non Pass (*collectable Grade*)

P- Pass

S- Pass (*satisfactory*)

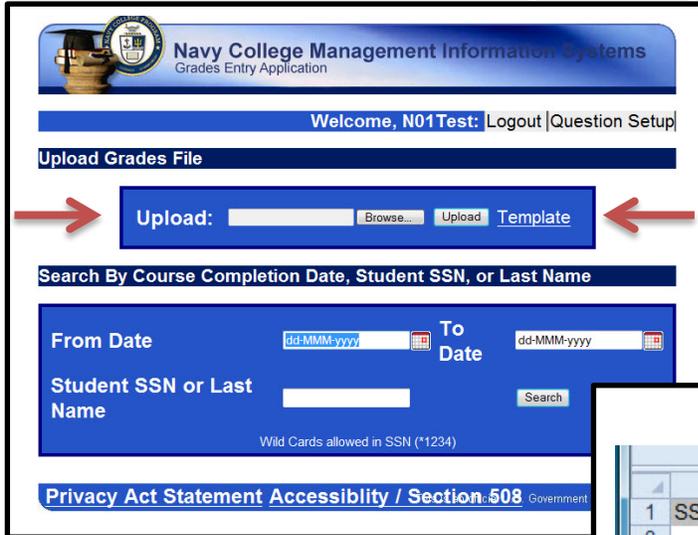
U- Unsatisfactory (*Collectable grade*)

W- Withdraw (*collectable if the course is invoiced*)

X- Fail (*Collectable no grade*)

Loading Grade Files

Grade files must be in the preferred format and must be .xls, .xlsx, .txt, or .csv format. Excel version must be 97-Excel format or newer. Select the template tab to open a blank spreadsheet in the correct format.



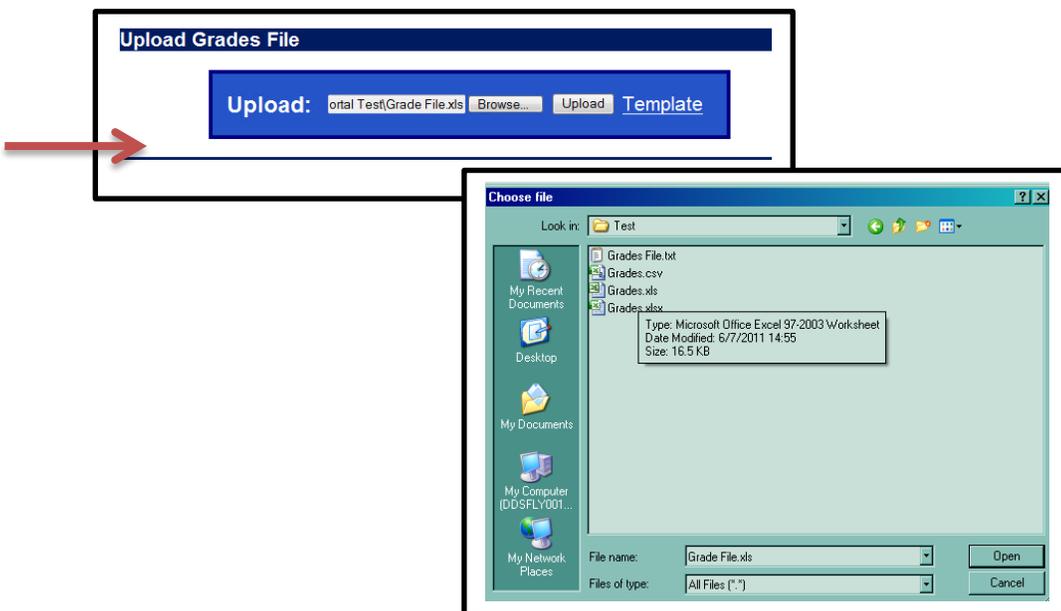
The spreadsheet must contain at least the last 4 SSN, last name, first name, course number, and grade. The course number must match the spelling in the TA voucher, or the grade will not post.

Save the grade report file to your computer when you have finished building your grade file.

	A	B	C	D	E
1	SSN	Last Name	First Name	Course	Grade
2					
3					
4					
5					

Select the browse button to search for the saved grade file and select the Upload button.

Remember: The excel spreadsheet must be 97 Excel format or newer.



Entering Individual Grades

You can input individual grades for a single student by performing a search of the individual's name or SSN, or you can search for an individual or group of students by a course completion date range. You cannot search individual SSN and date range at the same time.

Search by SSN or name

Type in SSN or last name and click "Search" button. A wild card can be used, for example, 1234*. This search will display an SSN beginning with 1234, or *6789 will return an SSN ending in 6789.

Search By Course Completion Date, Student SSN, or Last Name

From Date

To Date

Student SSN or Last Name

Wild Cards allowed in SSN (*1234)

[Privacy Act Statement Accessibility / Section 508](#) [Government site.](#)

Courses found: 15 Update Grades

SSN	Last Name	First Name	School	Course	Start	End↓	Grade	Cancel?
6789	POPEYE	SAILOR	1515A	CRS101	15-Jul-2014	31-Oct-2014	A ▾	
6789	POPEYE	SAILOR	1515A	CRS201	27-Aug-2014	30-Sep-2014	▾	
6789	POPEYE	SAILOR	1515A	CRS102	01-Apr-2014	01-Sep-2014	I ▾	
6789	POPEYE	SAILOR	1515A	CRS103	11-Jul-2014	12-Jul-2014	F*	
6789	POPEYE	SAILOR	1515A	TEST123	15-May-2013	23-May-2013	*	
					24-	14-		

The search will display all courses with or without a grade. Grades with an asterisk cannot be changed. Courses with just an asterisk indicate the course was cancelled and not invoiced. Incomplete or failing grades with an asterisk indicate the collection process for the student has started and the grade may not be changed.

Update Grades

Start	End↓	Grade	Cancel?
31-Oct-2014		A ▾	
30-Sep-2014		A B C D F I N P S U W X	
01-Sep-2014			
12-			

To enter a grade, select the drop down box and a list of grade values will appear. If your school has non-traditional grading, please use N for all non-traditional non-passing grades, in which no credit results and P for passing grades other than A,B,C, or D.

Search by Date Range

Searching Course Completion Date retrieves completed courses within date range selected. You cannot search date range and SSN at the same time.

Search By Course Completion Date, Student SSN, or Last Name

From Date To Date

Student SSN or Last Name

Search

Wild Cards allowed in SSN (*1234)

Privacy Act Statement Accessibility / Section 508

Click the “From Date” and “To Date” field and type date in (DD-MMM-YYYY) format or click the calendar ICON to choose a date. If using date range, both dates are required.

Use Month and Year down arrows to move quickly to various months and years. Double click on the month, year and date. When you have entered a date click “Search” button.



Courses found: 2

SSN	Last Name	First Name	School	Course	Start	End ↓	Grade	Cancel?
6666	CG	EXAMPLE	1008A	TEST200	01-Aug-2011	05-Aug-2011	<input type="text" value=""/>	
6666	CG	EXAMPLE	1008A	TEST300	01-Aug-2011	05-Aug-2011	<input type="text" value=""/>	

Courses found: 2

Privacy Act Statement This is an official U.S. Government site.

Screen displays courses with missing grades. Type grades or select grades from drop down. After you have entered the grades, select the “Update Grades” button.

Canceling Courses

In the event a student applies for tuition assistance and fails to register for a course, the course will show on your grade rosters. You can cancel said course by selecting the cancel button and the course will be removed from your roster.

Courses found: 14

SSN	Last Name	First Name	School	Course	Start	End ↓	Grade	Cancel?
6789	POPEYE	SAILOR	1515A	COP3330A	01-Apr-2012	25-May-2012	<input type="text" value=""/>	
6789	POPEYE	SAILOR	1515A	CIS1000	01-Feb-2012	15-Mar-2012	<input type="text" value=""/>	<input type="button" value="Cancel"/>
6789	POPEYE	SAILOR	1515A	ACC300	01-Jun-2010	31-Jul-2010	<input type="text" value=""/>	
6789	POPEYE	SAILOR	1515A	ACC201	01-Jun-2010	31-Jul-2010	<input type="text" value=""/>	