MyRecords is the online tool for faculty, employees, and students. With it, many tasks can be performed by faculty including looking up class rosters, class schedules, student profiles, course evaluation results, and entering grades.

Logging In

On the browser, go to Lone Star College System homepage at [http://www.LoneStar.edu](http://www.LoneStar.edu)

OR

You can go directly to the MyRecords Log In screen by typing its URL on your browser:

[http://myrecords.LoneStar.edu](http://myrecords.LoneStar.edu)

Click on MyRecords

Click here to Log In

Can’t remember your ID or Password, or want to change your password? Clicking on this link will take you to reset password screen.

Frequently Asked Questions can be accessed in I’m New to MyRecords

Special Notices concerning students/MyRecords will be shown here

System availability information

Click on Faculty to see the Faculty menu options

MyRecords Main Menu page

Links to individual campus web pages
### Using Password Hint

If you created a password hint but do not remember your password, type in your username, check the box for 'Show my password hint', and then click the Submit button. Your password hint will be displayed.

### Get ID and Password

If you do not remember your password and do not have a 'Password Hint' set up, it will be necessary to reset your password.

On the Main Menu page click on 'Get ID and Password'.

Type your last name, your social security number (do not use dashes or spaces), and your home address zip code in the text boxes provided.

Click on the Submit button.

Your user ID will be displayed and you will be advised that your password has been reset to your birth date.

Click on the OK button.

The page at https://myrecords.lonestar.edu says:

"You are now logged out of MyRecords. To maintain the security of data, you should now close your browser window. To access your records again, log in.".

Click on the Cancel button, then click on the words 'Log in' again.

At the Log In page, type your user ID and in the password text box, type your birth date. The format for the birth date is two digits for the month, day, and year MMDDYY (do not use slashes, dashes, or spaces).

### Change Preferred E-Mail Address

To change or update your preferred e-mail address, click on the 'Change Preferred E-Mail Address'. This option will also appear on the Main Menu page under the Account/Password Information link.

You may change or update your preferred e-mail address, but you will also be responsible for also maintaining your LSCS account first.initial.last@Lonestar.edu.

**Note:** This e-mail address is where payroll advice and college related notifications are directed.

### Change Password

The system requires you to assign a new password every 120 days. When your password expires, the change password screen will appear after you log in. You can also click on 'Change Password' any time you wish to change your password.

The new password must be 8-9 characters with both alpha and numeric characters.

You will need to enter your user ID, type in your old password, type in a new password, retype the new password and enter your password hint.

Click on the Submit button.
Faculty Menu Options

Choose your option by clicking on the name:

These items are found on both the Employee and Faculty menus. Use the Employee Quick Reference guide for these items.

These items are only found on the Faculty menu.

Class Roster & Student Profile

Click on 'Class Roster' from the Faculty Menu.

Select the desired term from the drop down box or enter a date range.

Click on the Submit button.

Search for Classes

Click on 'Search for Classes'.

You can use this to review the course sections that you have been assigned to for the next term.

Enter the Term, Subject, your(Instructor) Last Name and one other field (at least 4 fields must be completed).

Click the Submit button.

Your course sections will be displayed if you have been entered as the instructor of record.

Click in the check box following a student's name.

Click on the Submit button. You can review the student's academic profile. Click the OK button and you will return to the faculty menu.
Grading

Facts about posting student grades using MyRecords:

- Students who dropped the class prior to Official Day will not be shown.
- Students who were withdrawn (student or faculty initiated) prior to or on 'W' day will NOT appear.
- All students listed must have a grade before submitting the form except for students auditing the course. Auditing students will have 0.00 in the credit column should have the grade left blank.
- Only the grades of 'A', 'B', 'C', 'D', 'F', 'IP', or 'I' can be entered. No 'W’s should be entered. Students who receive an 'I' must have an expiration date entered. You must follow the local college’s policy (paperwork, signatures, etc.) for issuing an 'Incomplete' to a student.
- After clicking the Submit button, grade changes should not be attempted using MyRecords. Grade changes should be processed by hand with the campus registrar.
- Other problems, such as students missing from the roster, must be addressed with the campus registrar.

Click on 'Grading' from the Faculty menu.

Select the term (semester) for which you will be entering grades. Use the drop down box to make your choice.

Click the Submit button.

Choose Final from the drop down box.

Select the course section you want to issue grades to by clicking the checkbox (only one class can be selected at a time).

Click the Submit button.

If an 'I' is entered, then an Expire Date must be entered. The Expire Date should be the same as the date on the 'I' contract paperwork. You may tab to the next box or use your mouse to click in the box.

Print three (3) copies of this page prior to clicking the Submit button (one for your records and two for your division office).

You may change any grade on this page prior to clicking the Submit button. Grades submitted to MyRecords, cannot be changed via the web past the date of posting, check with your campus registrar! After entering all grades, click the checkbox above the Submit button as this is an electronic signature and then click Submit.

The response after submitting the grades will be following: "Your process is complete; press the Main Menu button to continue."
Click on 'Course Evaluation Results' from the Faculty menu.

Enter your MyRecords user ID and password again.

Click the Submit button.

Select the term from the drop down box.

Click on Show Courses Taught for Chosen Term button.

Click on the section for which you want to view a report. Or click the Comments to review additional comments. Click the Back button in the browser to return to the course evaluation list.