Procedure for Using the eLion Grade Entry System

You will need two things to use the eLion grade entry system:

1. A Penn State Access Account Userid and Password
2. A SecurID Token (Obtain your SecurID Token in the Finance Office)

   The SecurID token provides a second layer of authentication security by providing you with a 6 digit code which changes every minute. A stack of bars on the left side of the token count down each minute, so you know when the code number is about to change.

Entering Your Grades

1. Go to the eLion website at https://elion.psu.edu
2. Click on “Faculty” under Login.
3. Enter your Access Account UserID and Password
4. Enter the 6 digit number displayed on your SecurID token
5. Click on “Login to eLion”
6. Click “Grade Entry” on the left side of the screen
7. Select a course and click “Continue”.
8. For each student, click the arrow under “Grade Choice” and click the appropriate grade for that student.
9. When you have finished entering grades, click “Submit Grades”.
   **Note** - you do not have to enter grades for all students at the same time. You can return later to complete the section or change a grade.
10. You will receive an e-mail confirming that your grade entry was successful. You can return anytime to review grades (click “Grade Review”) or enter/change grades (click “Grade Entry”).

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