

ALL Minnesota West BlueJays:

Minnesota West uses a retention and communication tool called GradesFirst.

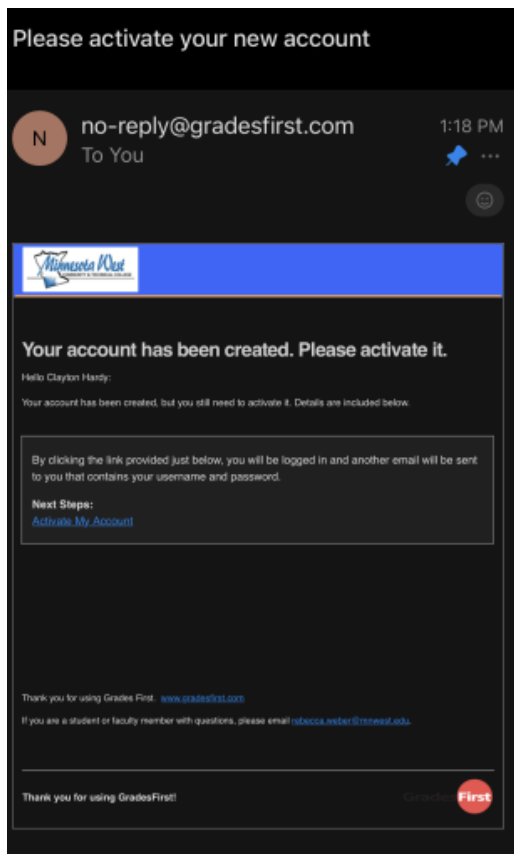


GradesFirst correspondence will come in the form of a text and/or email. GradesFirst provides students access to instructor progress reports or alerts, midterms, schedules, and tutoring requests. GradesFirst **does not replace** D2L/Brightspace where pertinent class content is housed. If you are at risk for failing a course or “not making the grade,” you will receive messages from instructors and advisors. **This contact is made to reach out and help you.** Minnesota West wants to assist in your success so please make every effort to respond to your instructors and advisors.

Text Message: The GradesFirst text message will come from the number, **91552**.

How to Activate Your GradesFirst Account:

New students enrolled in classes at Minnesota West Community & Technical College, can log into GradesFirst by clicking on the Activate My Account link in the No-Reply email from GradesFirst – see example below.



If you have not activated your GradesFirst account, please check your email inbox (also check Junk Mail folder) from your **Minnesota West Student Email account**. After you open your **No Reply** email from **GradesFirst**, go to the website provided which will activate your GradesFirst Student Account. As soon

as that happens, there will be another follow-up **GradesFirst** email providing your login and default password. The system will also request you to change your default password, so please do so.

Your password can be changed by clicking on **User Setting** found on the top right corner of your **GradesFirst** home page. Your password needs to be 8 characters.

If you have not received an email, please contact our Student Success Coordinator, Michael VanKeulen, michael.vankeulen@mnwest.edu. Do not reply to this message as it comes from an administrative mailbox.