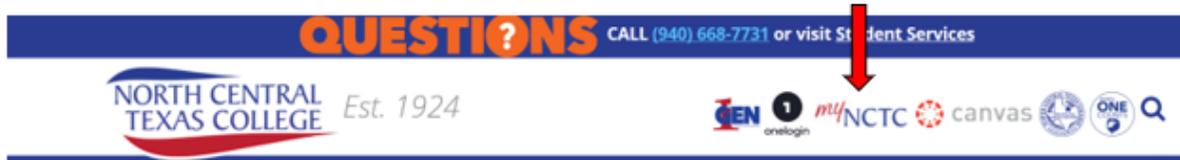
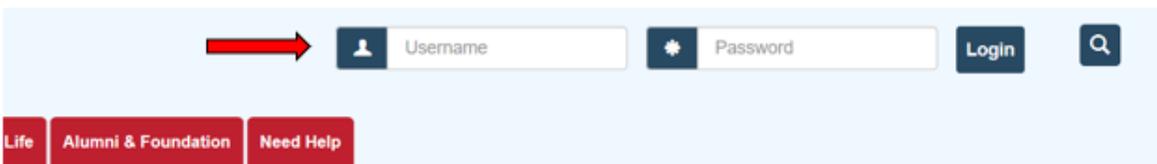


## Instructions for Approving a Grade Change Form in MyNCTC

From the North Central Texas College website, [www.nctc.edu](http://www.nctc.edu), click on the MyNCTC icon in the center of the page.



Login to MyNCTC using your NCTC username and password.



After you login, click the Faculty & Staff tab.

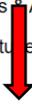


On the left-hand side of the page, select J1 FormFlow – Workflow (this name may be updated). It's in this list, but further down.

You are here: [Faculty & Staff](#) > [Home](#)

**Faculty & Staff**

- Home
- Achieving the Dream
- Faculty
- Payroll & Benefits
- Human Resources
- Requisitions & Approval
- Office for Students with Disabilities
- Budget



**Faculty & Staff**

[Return to Campus Procedures](#)

**NCTC Employees, please see**

For additional information, employees

It will tell you that you have documents to review. Click the link.

## J1 FormFlow - Workflow



You have [1 Documents](#) to review.

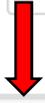
Click the link that says View.

## J1 FormFlow - Workflow

Current view

GrdChng

Show 10 entries



Submitted Date

<a href="#">View</a>	<input type="checkbox"/>	8/13/2020 3:28:42 PM
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Showing 1 to 1 of 1 entries

Review the form and click either Approve or Reject. You can also add a comment if you would like.



Manage for

Myself

Approve

Reject

ReRoute

Add Comment

\* Required

Personal Information

**Instructor Information**