## Instructions for Approving a Grade Change Form in MyNCTC

From the North Central Texas College website, <u>www.nctc.edu</u>, click on the MyNCTC icon in the center of the page.

QUESTIONS	CALL (940) 668-7731 or visit St dent Services
NORTH CENTRAL TEXAS COLLEGE Est. 1924	💽 👥 📶 NCTC 🔅 canvas 🍪 🤓 🔍

Login to MyNCTC using your NCTC username and password.

_	🗕 🕹 Us	sername	٠	Password	Login	٩
Life Alumni & Foundation	Need Help					

After you login, click the Faculty & Staff tab.

<i><sup>my</sup></i> NCTC				Ļ							٩	2
Home Admissions	Continuing Education	Find Courses	Student Services	Faculty & Staff	Advisors	Retention	Student Life	Alumni & Foundation	Need Help	Parents	My Pages	
You are here: Home > Home												
MyNCTC Home	MyNCTC Home											-
Home 👻												• •
Early Alert Messages	Campus News											

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.

<i><sup>my</sup></i> NCTC				
Home Admissions	Continuing Education	Find Course:		
You are here: Faculty & Staff > Home				
Faculty & Staff	Faculty & Staff			
Home 💙				
Achieving the Dream				
Faculty	Return to Campus Pro	cedures		
Payroll & Benefits				
Human Resources	NCTC Employees, please see			
Requisitions Approval	For additional informati	on, employees		
Office for Stuents with Disabilities Budget	Wesking Demotely			

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



Click the link that says View.

J1 FormFlow - Workflow							
Current view			GrdChng				
Show 10	<ul> <li>✓ entries</li> <li>↓;</li> </ul>	Submitted Date					
<u>View</u>		8/13/2020 3:28:42 PM					
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	$\sim$	Approve	Reject	ReRoute	Add Comment	

\* Required

Personal Information

**Instructor Information**