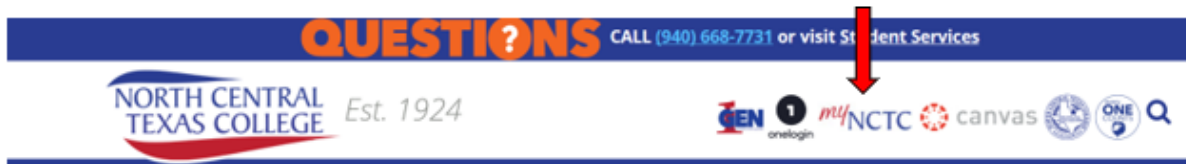


Instructions for Approving a Grade Change Form in MyNCTC

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



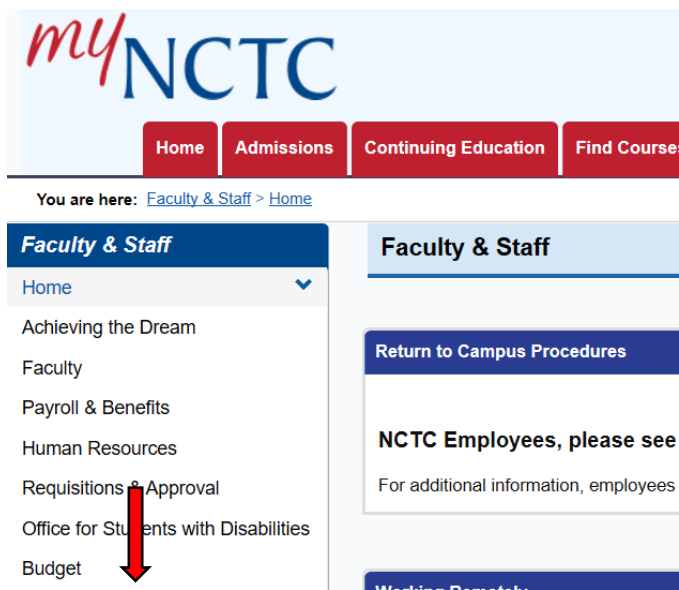
Login to MyNCTC using your NCTC username and password.



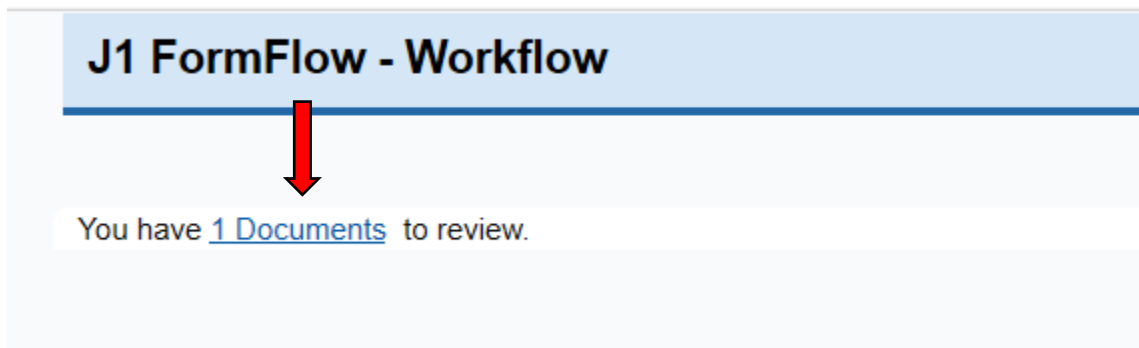
After you login, click the Faculty & Staff tab.



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.



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 entries



Submitted Date

 View	<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