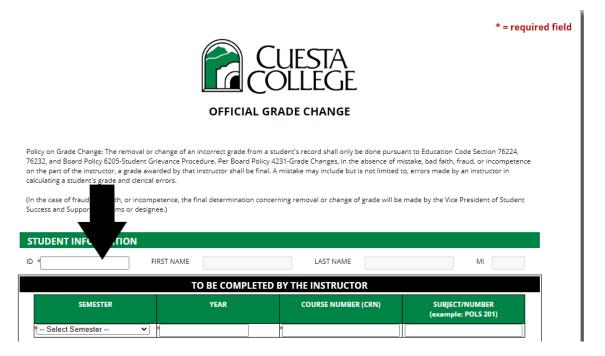
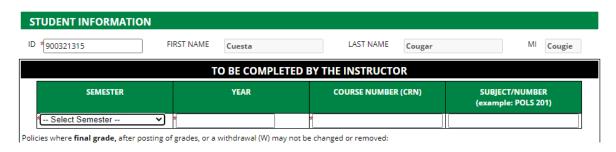
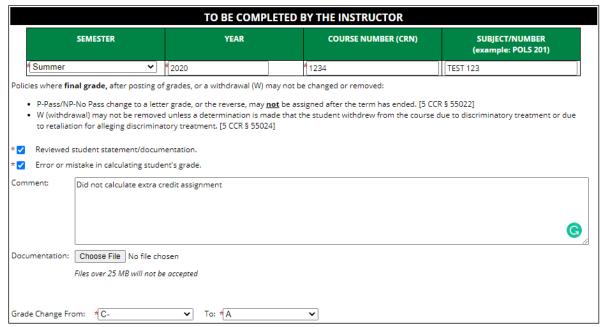
Step 1 - Input student ID Number



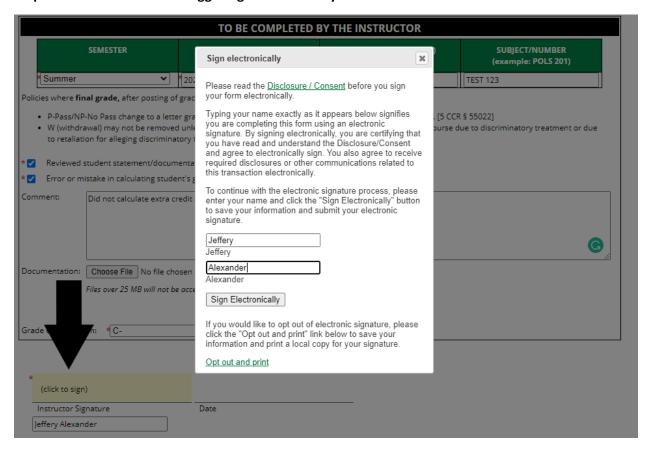
Step 2 - Student Information Pre-Populates after putting ID number and moving to next field



Step 3 – Complete Grade Change Information



Step 4 – Click Yellow box to trigger sign electronically box



Step 5 - Submit Form for processing

*3637323439 Jeffery Alexander Jeffery Alexander	12/08/2020 Date	_
APPROVAL SECTION		
*		
Associate Dean of Financial Aid & Records	Date	_
Comment		//
Submit Form		