STEP 1: Login to Athena
- Go to https://Athena.uga.edu
- Enter your UGA MyID and password
- Enter your Duo Credentials

STEP 2: Review grade change requests for prior terms
- Click on the **Faculty & Advisor** tab
- Select **Classes & Grades**
- Select a **Grade Change (Prior Term) – Approver View**
- Click on **Approve All**, or click on **Review Decision** for individual decisions
- A **Comment** is required for a denied request
- Select **Save All**

STEP 3: Search for previous grade change requests
- Click on **Search All Requests Statuses**
- Enter one or more filters
- Select **Search**

For technical support, email helpdesk@uga.edu
For faculty support, email regsupp@uga.edu

Approver View Screenshot: