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

STEP 2: Click the **Faculty & Advisor** tab
- Select **Classes & Grades**
- Select a **Grade Change (Prior Term)**
- Select a **Semester**
- Select a **Course**
- Click **Search**

STEP 3: Click the green **Change Grade** button
- Select new grade from the **Grade** dropdown menu
- Select reason from the **Reason** dropdown menu
- Click the blue **Change Grade** button
- Click **Save All** to submit grade changes

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

Grade Change (Prior Term) Screenshot: