### Quick Reference for Approving/Denying Grade Changes in Athena

Step 1

#### **Login to Athena**

- Open an internet browser and go to https://athena.uga.edu
- Click "Login to Athena"
- Enter your UGA MyID and password, then click "Log In"

Step 2

# **Accessing Pending Grade Change Requests**

- Open the Faculty-Specific Athena pages by clicking "Faculty Services"
- Click Approver view
  (Change Grades (Prior Term) Approver View)

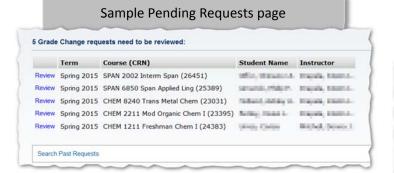
Step 3

## **Processing a Pending Grade Change Request**

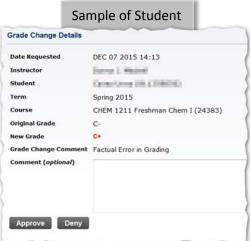
- Click "Review" next to the desired student
- Review the New Grade information
- Add an optional comment only if the grade change will be denied
- Click "Approve" or "Deny"

#### **Notes**

- Requests to review grade changes expire after 30 days
- If you are denying a grade change request, enter your comment before you select the Deny option
- Approved/Denied requests are removed from the pending requests list
- Click "Search Past Requests" on the Pending Requests page to view completed requests







Office of the Registrar December 2015