

INSTRUCTIONS TO CHANGE STATUS ON INTELLIGRANTS (IGX)

1. Log into IGX using your credentials (username and password)
2. Locate your document by using the “My Tasks” list or by using the search feature on the dashboard.
3. Click on your document, name which is a clickable link.

My Tasks Initiate Related Document

▼ **My Tasks** 📄

Name	Document Type	Organization	Status	Status Date	Due Date
PCS-2023-Floral Design Academ-00239	PCS Application	Floral Design Academy	PCS Application In Process	12/20/2022 7:33:00 AM	
PCS-2023-Floral Design Academ-00240	PCS Application	Floral Design Academy	PCS Application In Process	12/20/2022 7:33:07 AM	
PCS-2023-Floral Design Academ-00241	PCS Application	Floral Design Academy	PCS Application In Process	12/20/2022 4:40:29 PM	
PCS-2023-Floral Design Academ-00242	PCS Application	Floral Design Academy	PCS Application In Process	12/20/2022 4:40:35 PM	

Document Search

Name

Type

Organization

▼ **Documents**

Name	Organization	Type
PCS-2023-Floral Design Academ-00239	Floral Design Academy	Eligible Training Provider List (ETPL) Private Career School Application 2023
ETPL-2023-Floral Designs-00239	Floral Designs	Eligible Training Provider List (ETPL) Application 2023

4. Within the document, on the left of the navigation pane, scroll to the bottom to the “Status Options” section. Click on the desired status from the “Status Options” list.

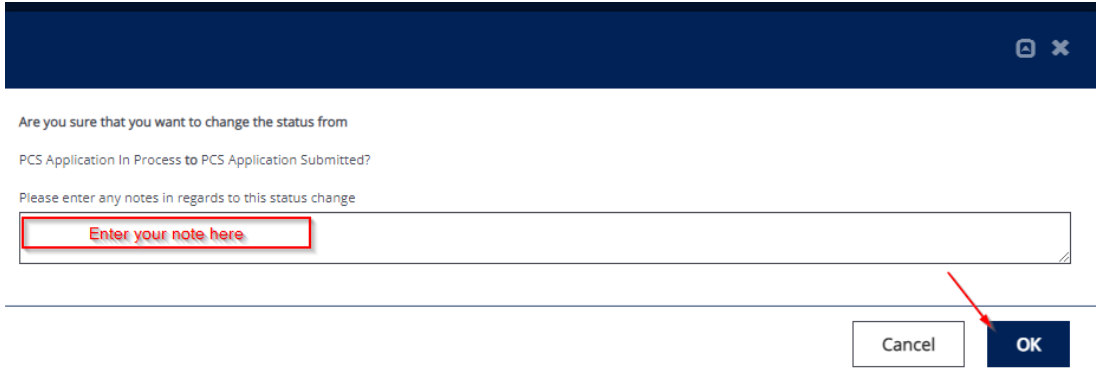
▼ **Status Options**

- [PCS Application Submitted](#)
- [PCS Application Cancelled](#)
- [Application Payment Pending](#)

▼ **Related Documents**

📄 [Initiate Related Doc](#)

5. Enter a note in the status change confirmation modal and select "OK" to confirm and execute the status change.



A screenshot of a status change confirmation modal. The modal has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the following text: "Are you sure that you want to change the status from", "PCS Application In Process to PCS Application Submitted?", and "Please enter any notes in regards to this status change". Below the text is a text input field with a red border and the placeholder text "Enter your note here". At the bottom right of the modal are two buttons: a white "Cancel" button and a dark blue "OK" button. A red arrow points to the "OK" button.