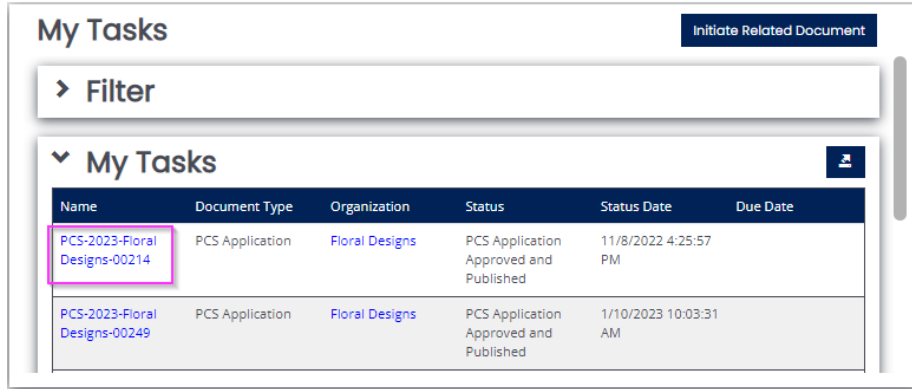


INITIATE CHANGE REQUESTS ON INTELLIGRANTS (IGX)

1. Log into IGX and locate your document by clicking the document name in your 'My Tasks' or by using the search feature: **My Tasks**:



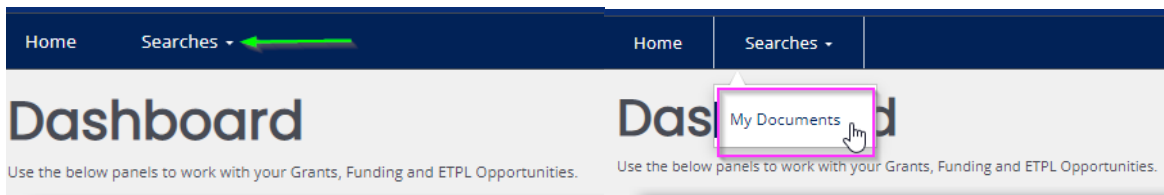
My Tasks Initiate Related Document

> Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
PCS-2023-Floral Designs-00214	PCS Application	Floral Designs	PCS Application Approved and Published	11/8/2022 4:25:57 PM	
PCS-2023-Floral Designs-00249	PCS Application	Floral Designs	PCS Application Approved and Published	1/10/2023 10:03:31 AM	

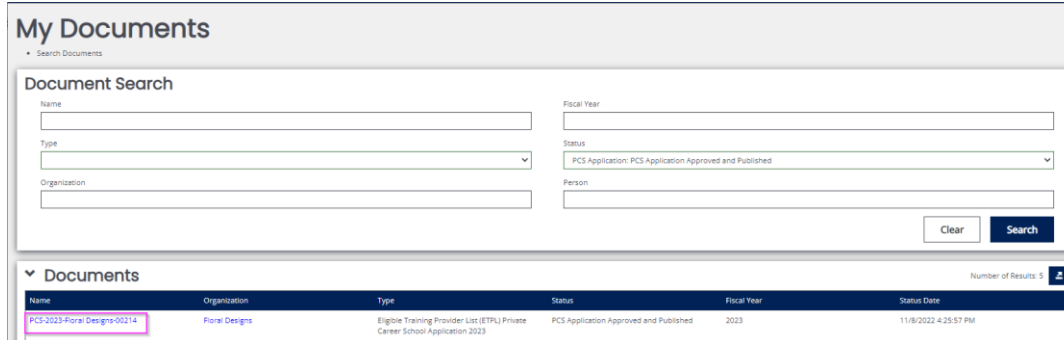
Document Search:



Home Searches - Home Searches -

Dashboard **My Documents**

Use the below panels to work with your Grants, Funding and ETPL Opportunities.



My Documents

Document Search

Name: Fiscal Year:

Type: Status:

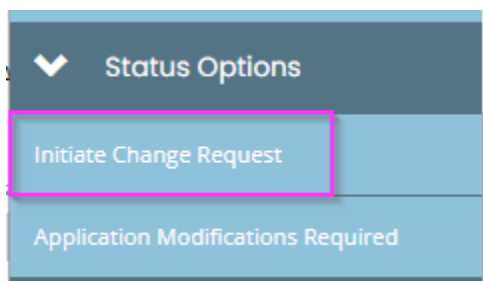
Organization: Person:

Clear Search

Documents Number of Results: 1

Name	Organization	Type	Status	Fiscal Year	Status Date
PCS-2023-Floral Designs-00214	Floral Designs	Biggie Training Provider-Lux (ETPL) Private Career School Application 2023	PCS Application Approved and Published	2023	11/8/2022 4:25:57 PM

2. Scroll down the lefthand navigation menu, on your document, to "Status Options". Click the "Initiate Change Request" status option.



Status Options

Initiate Change Request

Application Modifications Required

3. Scroll down on the lefthand navigation menu on your document to the “**Modification Request**” section. Click on the ‘**Change Request**’ form and select the options that are applicable for the desired changes.

The image shows a 'Modification Request' form. At the top, there is a dark blue header with the text 'Modification Request'. Below the header is a light blue bar containing a 'Change Request' button and a square icon. Below this bar is a list of options, each with a checkbox. The first option, 'Change in School Name', is checked. Below this option is a text input field labeled 'New School Name:' with the text 'New School' entered. The other options are 'Change in Ownership', 'Change in School Director', 'Change in School Location', 'Additional Program Information', 'Additional Classroom Space', and 'Other'. A pink box highlights the 'Change in School Name' checkbox and the list of options.

After selecting the changes needed and filling in the necessary information, save the page by clicking “**Save**” in the upper righthand corner.

4. After saving the changes needed, a new form should be displaying for each change selection made. (Example: If you selected *Change in School Name* on the change request form there will now be a *Change in School Name* form to complete)

The image shows the 'Modification Request' form after saving. The 'Change Request' button now has a checkmark icon. The 'Change in School Name' button is highlighted with a pink box, indicating it is the active form to be completed.

5. If you are adding additional programs and have more than one to add, after completing the *Additional Program Information* form, click the 'Add' button in the top right corner of the form to add another Program Information form. (Note: The 'Add' button will be available on all forms where multiple entries are allowed)



6. After completing all required forms for the desired changes, select **"Changes Submitted"** from the Status Options on the lefthand navigation menu.

