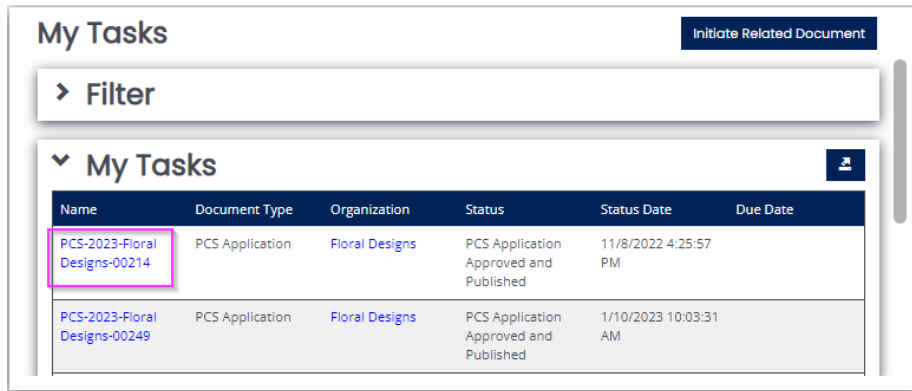# INITIATE A CHANGE REQUEST ON INTELLIGRANTS (IGX)

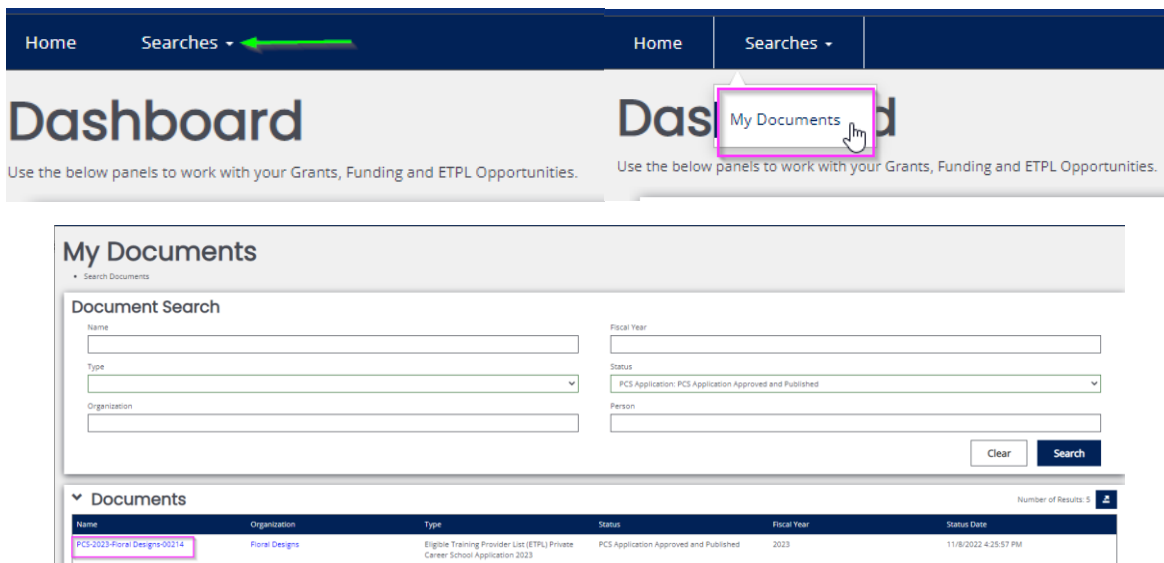1. Log into IGX and locate your document by clicking the document name in your **'My Tasks'** or by using the **search feature**.

My Tasks:

Document Search:

2. Scroll down the lefthand navigation menu, on your document, to **"Status Options"**.

Click the **"Initiate Change Request"** status option.
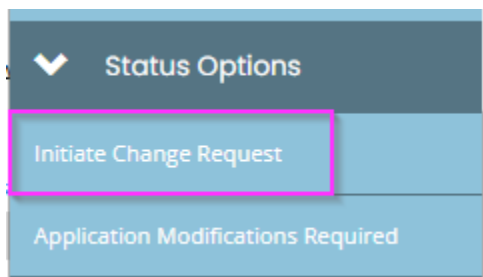
3. Scroll down on the lefthand navigation menu on your document to the **"Modification Request"** section.

Click on the **"Change Request"** form and select the options that are applicable for the desired changes.

After selecting the changes needed and filling in the necessary information, <u>save the page</u> 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)

5. **This step is optional** - If you are adding additional programs and have more than one program 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)

Additional Program

New Note | Print | Save | Add

Please complete a separate page for each program you are seeking to be placed on the ETPL. This section may may be duplicated as needed.

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

Status Options

Changes Submitted