



PIEDMONT
COMMUNITY
COLLEGE STUDENT
WORKFLOWS
DOCUMENTATION

10.09.2023

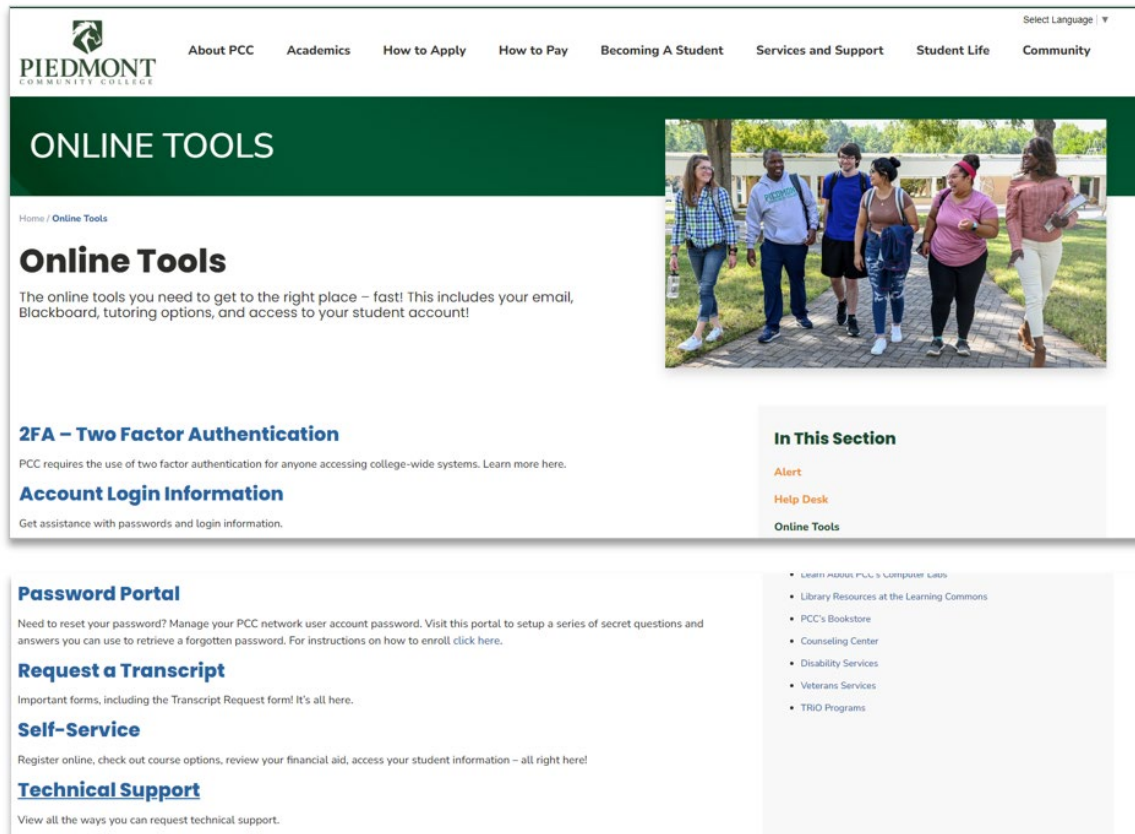
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Accessing the Electronic forms (TEAMia) Portal

Students can access the Electronic Forms portal to initiate a Withdrawal form or submit a Change of Information request. The Electronic Forms portal is available on Self-Service or at <https://TEAMia-WEB.piedmontcc.edu>.

1. From the **Online Tools** page at www.piedmontcc.edu, click on **Self-Service**:



ONLINE TOOLS

Home / Online Tools

Online Tools

The online tools you need to get to the right place – fast! This includes your email, Blackboard, tutoring options, and access to your student account!

2FA – Two Factor Authentication
PCC requires the use of two factor authentication for anyone accessing college-wide systems. Learn more here.

Account Login Information
Get assistance with passwords and login information.

Password Portal
Need to reset your password? Manage your PCC network user account password. Visit this portal to setup a series of secret questions and answers you can use to retrieve a forgotten password. For instructions on how to enroll [click here](#).

Request a Transcript
Important forms, including the Transcript Request form! It's all here.

Self-Service
Register online, check out course options, review your financial aid, access your student information – all right here!

Technical Support
View all the ways you can request technical support.

In This Section

- [Alert](#)
- [Help Desk](#)
- [Online Tools](#)

- [Learn More About PCC's Learning Commons](#)
- [Library Resources at the Learning Commons](#)
- [PCC's Bookstore](#)
- [Counseling Center](#)
- [Disability Services](#)
- [Veterans Services](#)
- [TRIO Programs](#)


STUDENTS / EMPLOYEES



Log In to add classes to your planner, view your tax documents, locate your advisor and more!

[LOGIN TO SELF-SERVICE](#)

2. Use your Self-Service/email credentials to login:



Username


[Forgot your username?](#)

Password

[Forgot your password?](#)















LOGIN

3. Click on **Electronic Forms (TEAMia)**



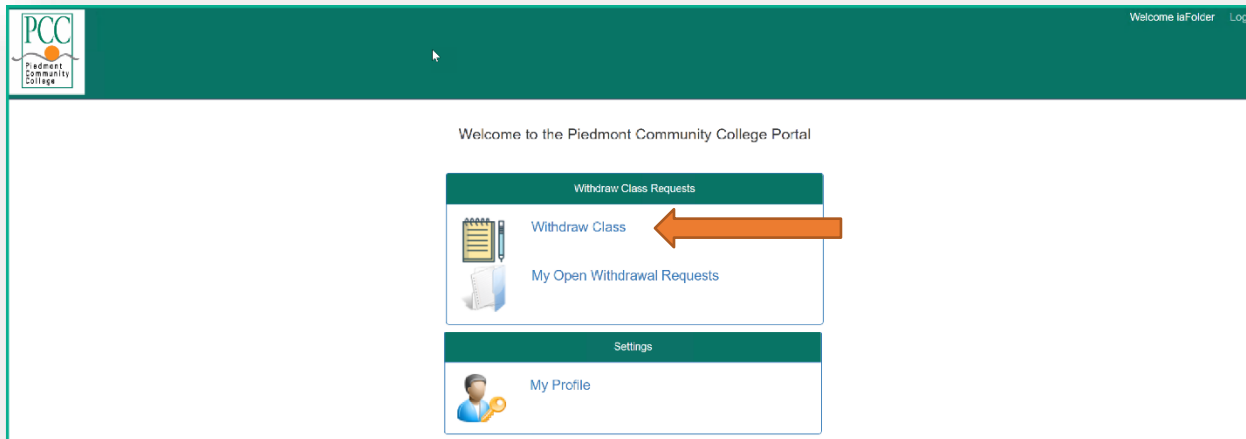
**PIEDMONT
COMMUNITY COLLEGE**

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Here you can...
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Here you can...
 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Student Here you can...
 Course Catalog Here you can view and search the course catalog.	 Graduation Here you can...
 Graduation Overview Here you can view and submit a graduation application.	 Enrollment Here you can...
 Academic Attendance Here you can view your attendances by term.	 Advice Here you can...
 Faculty Here you can view your active classes and submit grades and waivers for students.	 Student Here you can...

Class Withdrawal (Student-Initiated)

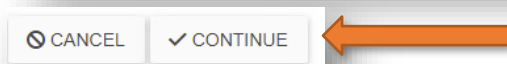
1. After a successful login, click on the option to **Withdraw Class**



2. The list of courses you are registered for will display. Select the course you would like to withdraw from and click **Continue**.

The screenshot shows a table of courses with the following columns: CourseName, SectionNumber, Course Title, CourseCredits, and InstructorName. The table contains three rows of data. An orange arrow points to the 'BUS-121' course in the first row.

CourseName	SectionNumber	Course Title	CourseCredits	InstructorName
BUS-121		Business Math	3.00	W...
CIS-110	71	Introduction to Computers	3.00	Da...
MKT-220	71	Advertising and Sales Promotio	3.00	Wil...



3. The Class Withdraw Detail Screen will display. Most fields are pre-populated. You will need to enter the **Withdraw Reason** from the dropdown selection (required) and click **Save**.

Student ID	9999999
Student Name	Sally R. Student
Student email	srstudent56@students.piedmontcc.edu
Term	2021SP
Withdrawal Reason	Required – Dropdown selection
Courses	BUS-121
Credit hours	9.00
Credit after	6.00
Comments	<i>Optional – enter any additional information you feel your instructor may need to know</i>

PCC
Piedmont Community College

Student ID: 9999999

Student Name: Sally R. Student

Student Email:

Term: 2021SP

Withdrawal Reason

Courses

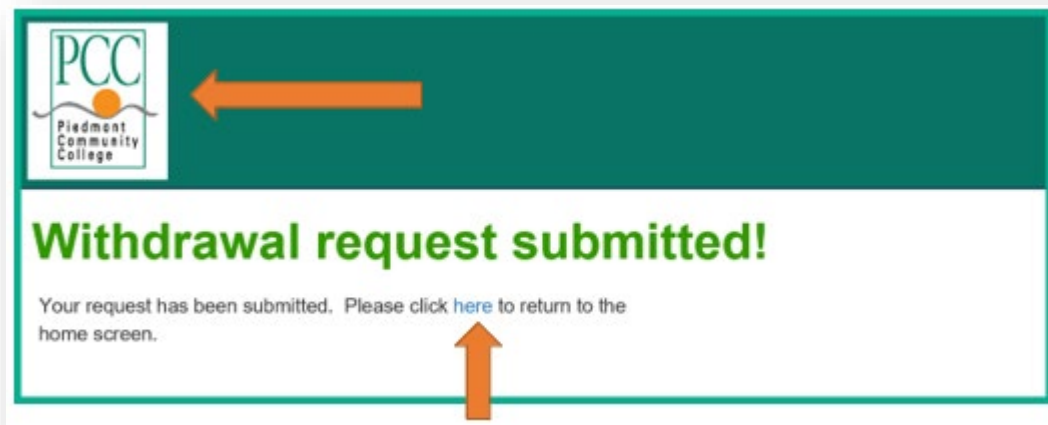
Course Number	Section Number	CourseName	Course Credits	Instructor Name
BUS-121	71	Business Math	3.00	

Credit Hours Before: 9.00 Credit Hours After: 6.00

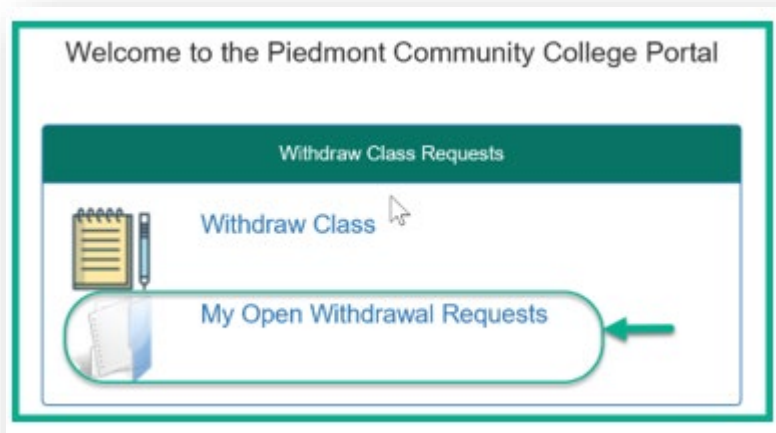
Comments:

✓ SAVE




- Once you have saved the information, the confirmation screen will display. The withdraw form has been sent to the instructor. To return to the home page, click on the **PCC logo** or click '**here**'.



- Once the request has been approved by the instructor, a confirmation email will be sent to your PCC student email address.
- To view the status of your request, click **My Open Withdrawal Requests** link from the home page.

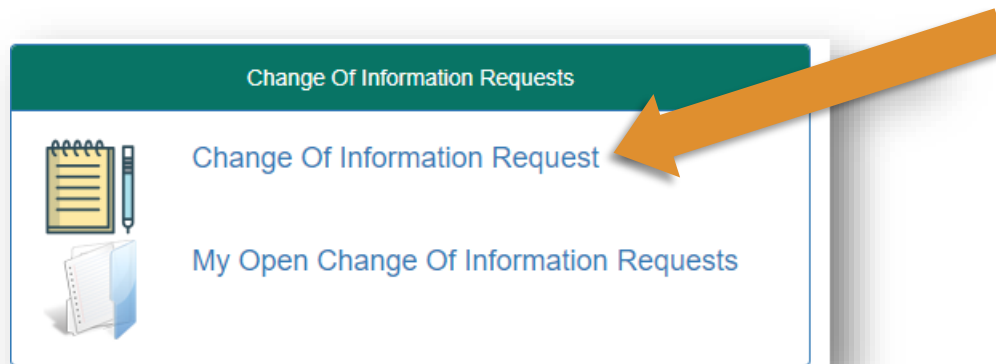


- To view the list of withdrawal requests and status of each, click on the **view details** icon.

My Withdrawal Class Requests				
Id	Date Created	Status	Summary	
82	07/28/2021	Awaiting Instructor Approval	Student Withdrawal Class -	
81	07/26/2021	Awaiting Student Completion	Student Withdrawal Class -	
80	07/26/2021	Approved by Instructor: Awaiting Registration Approval	Student Withdrawal Class -	

Change of Information Requests – Name, Address, Phone Number, SSN, Program

1. You may submit a **Change of Information Request** using the Electronic Forms(TEAMia) portal in Self- Service. To submit a Change of Information form, click **Change of Information Request** from the Home Page.



2. The request page will display the items to be completed. Click on the arrow beside **Enter Information** to create your request.

Last Name	Student
First Name	Sally
Colleague ID	9999999

Actions	
Status	Not Started
	<input type="button" value="▶"/> *Enter Information
	<input type="button" value="▶"/> *Upload Supporting Documentations
	<input type="button" value="▶"/> *Send to Admissions

Attachments		
Attachment ...	Name	Attachment Actions

3. Complete the necessary information on the form then click **Save and Continue**.

The screenshot shows the 'Student Change of Information' form for Piedmont Community College. The form is titled 'Piedmont Community College Admissions and Records Student Change of Information' and is dated 'Updated 9/2021'. It includes a header with the PCC logo and 'Welcome PIEDMONT'. The form is divided into several sections: 'Name' (with fields for LAST, FIRST, and MIDDLE), 'PCC Student ID#', 'Date of Birth', 'CHANGES TO BE PROCESSED' (with a sub-section for 'NEW NAME' and fields for LAST, FIRST, and MIDDLE), 'NEW MAILING ADDRESS' (with fields for NUMBER, STREET, APT #, CITY, STATE, and ZIP CODE), 'New E-mail Address', 'New Home Phone', 'New Cell Phone', 'New Work Phone', and 'Copy of Social Security Card and photo ID must be attached for SSN change' (with fields for 'INCORRECT SOCIAL SECURITY NUMBER TO BE REMOVED' and 'CORRECT SOCIAL SECURITY NUMBER TO BE ADDED'). The form has a 'SAVE AND CONTINUE' button at the top left and a 'CANCEL' button at the top right. A red box at the top left contains the text 'Once you have completed the form, click the Save and Continue button'. A red box at the top right contains the text 'To change the page size'. A red box at the bottom left contains the text 'If you need to zoom in or zoom out'. A red arrow points from the 'SAVE AND CONTINUE' button to the red box at the top left. A red arrow points from the 'To change the page size' box to the 'Auto' dropdown menu. A red arrow points from the 'If you need to zoom in or zoom out' box to the zoom controls.

Once you have completed the form, click the Save and Continue button

To change the page size

If you need to zoom in or zoom out

4. If documentation is required, then click the arrow box beside **Upload Supporting Documentation**.

The screenshot shows the 'Actions' and 'Attachments' sections of the form. The 'Actions' section has a table with columns 'Status' and 'Action'. The 'Attachments' section has a table with columns 'Attachment ...', 'Name', and 'Attachment Actions'. An orange arrow points to the 'Upload Supporting Documentations' action in the 'Actions' table.

Status	Action
Completed	*Edit Information
Not Started	*Upload Supporting Documentations
Not Started	*Send to Admissions

Attachment ...	Name	Attachment Actions
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5. Click **Browse or Drop File Here** to upload the document. Once uploaded, click the **Attach** button.




Upload Supporting Documentation

Description

Upload File

✓ ATTACH

6. Once you have completed the form and uploaded the documentation, click the arrow box beside **Send to Admissions** to submit the request.

Tasks	
Status	Action
Completed 	*Enter Information
Completed 	*Upload Supporting Documentations
Not Started 	* Send to Admissions

Completing a FERPA Disclosure Form

1. You may submit a **FERPA (The Family Educational Rights and Privacy Act of 1974) Disclosure Form** through the Electronic Forms (TEAMia) portal in Self-Service. To submit a FERPA form, click **Start a New FERPA Request** from the Home Page.



2. Your information will populate. Click on the arrow beside **Complete FERPA Form** to create your request


A screenshot of a web form for Piedmont Community College (PCC). The form includes fields for "Student Name" and "CID", a "Workflow Status" dropdown set to "New", and a "Review Comments" section. Below these is a table with two columns: "Status" and "Action".

Status	Action
Not Started	*Complete FERPA Form
Not Started	Upload Supporting Document

An orange arrow points from the left towards the right-pointing arrow icon next to the "Not Started" status for the "Complete FERPA Form" action.


3. Choose "Yes" or "No" and then click, **save**:



 **Piedmont Community College**

Are you a current high school student?

4. Complete the necessary information on the form then click **Save and Continue**:

 **PIEDMONT**
COMMUNITY COLLEGE

Student Name:
Student ID Number:
Expected HS Graduation Date:

Piedmont Community College

FERPA Release Form

It is the policy of Piedmont Community College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our student's educational records unless the student has consented to disclose such information. Directory information such as student's name, PCC student email address, city, program of study, dates of attendance, and credentials and awards received may be disclosed to the public. However, private information, such as grades, class schedules, the student's account, and financial aid awards may not be released without express consent from the student.

Signing this form provides such consent, according to the information designated for release and to whom it is to be released.

I, (student), authorize Piedmont Community College to release the following educational records, upon request, to the persons listed below, for the purpose of keeping them informed regarding my education at Piedmont Community College.

Please check all that apply:

<input type="checkbox"/> All academic records	<input type="checkbox"/> All contact information
<input type="checkbox"/> Financial Aid Information	<input type="checkbox"/> Release of Transcript
<input type="checkbox"/> All Accessibility Records	<input type="checkbox"/> Other: <input type="text" value=""/>

Persons to whom information may be released (i.e. parents/guardians):

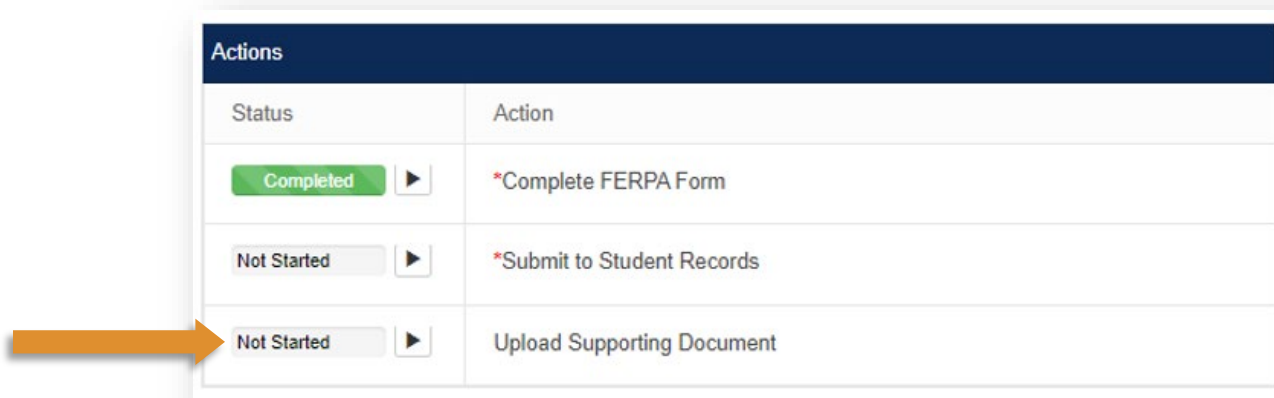
Name: <input type="text" value=""/>	Date of Birth: <input type="text" value=""/>
Name: <input type="text" value=""/>	Date of Birth: <input type="text" value=""/>
Name: <input type="text" value=""/>	Date of Birth: <input type="text" value=""/>

I acknowledge by my signature that I understand that although I am not required to release my records, I am giving my consent to release the designated information to the above named person(s). I understand that this release will remain in effect unless I revoke such consent in writing and the revocation is received and processed by Piedmont Community College. *NOTE: CCP or PECIL student release is automatically revoked when they graduate from high school or are no longer enrolled in CCP or PECIL program.*

Signature: Date:

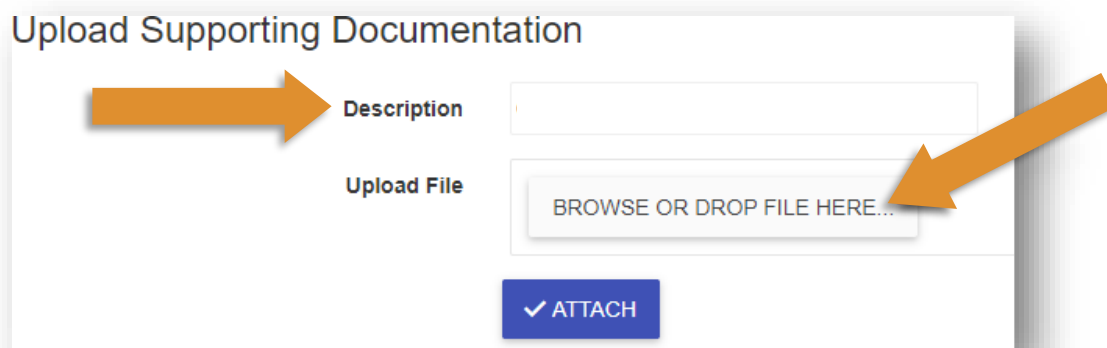
Required for High School students only. Please enter you expected High School graduation date.

5. If documentation is required, then click the arrow box beside **Upload Supporting Documentation**.



Actions	
Status	Action
Completed ▶	*Complete FERPA Form
Not Started ▶	*Submit to Student Records
Not Started ▶	Upload Supporting Document

6. Click **Browse or Drop File Here** to upload the document. Enter **description** of the document and once uploaded, click the **Attach** button.

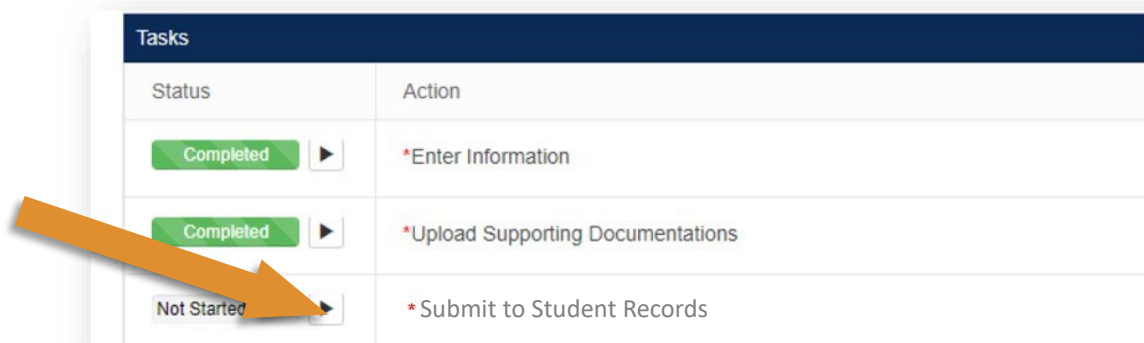


Upload Supporting Documentation

Description

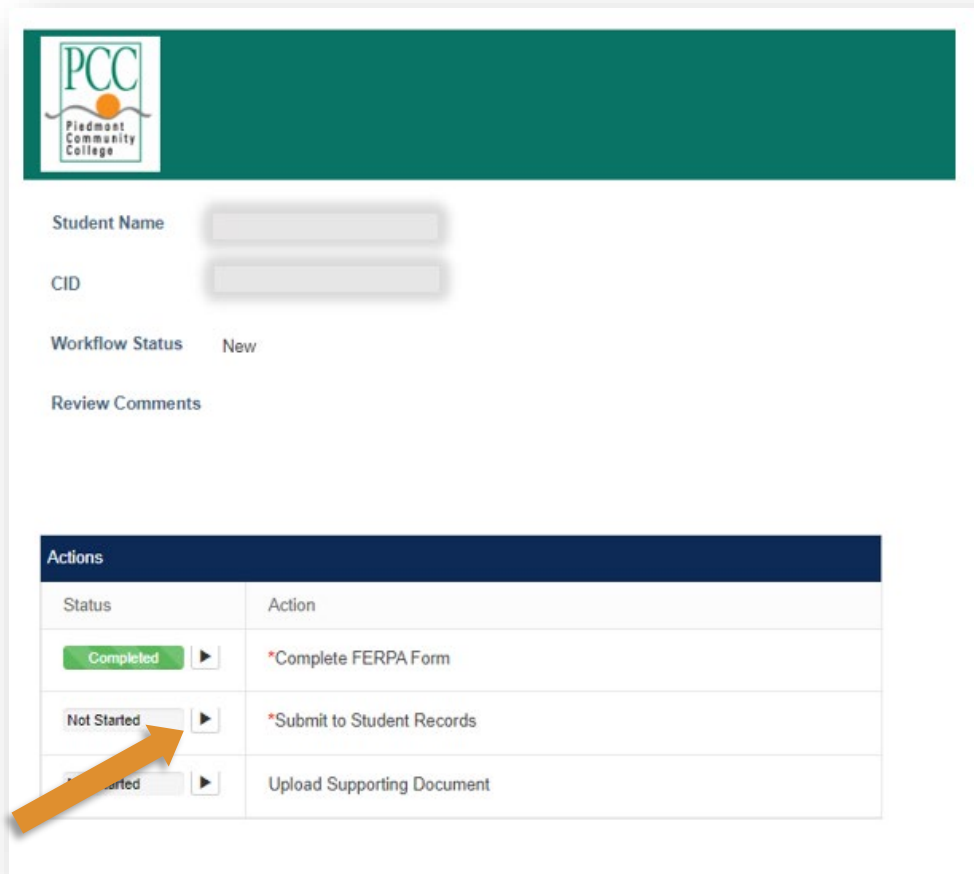
Upload File

7. Once you have completed the form and uploaded the documentation, click the arrow box beside **Submit to Student Records** to submit the request.



Tasks	
Status	Action
Completed ▶	*Enter Information
Completed ▶	*Upload Supporting Documentations
Not Started ▶	*Submit to Student Records

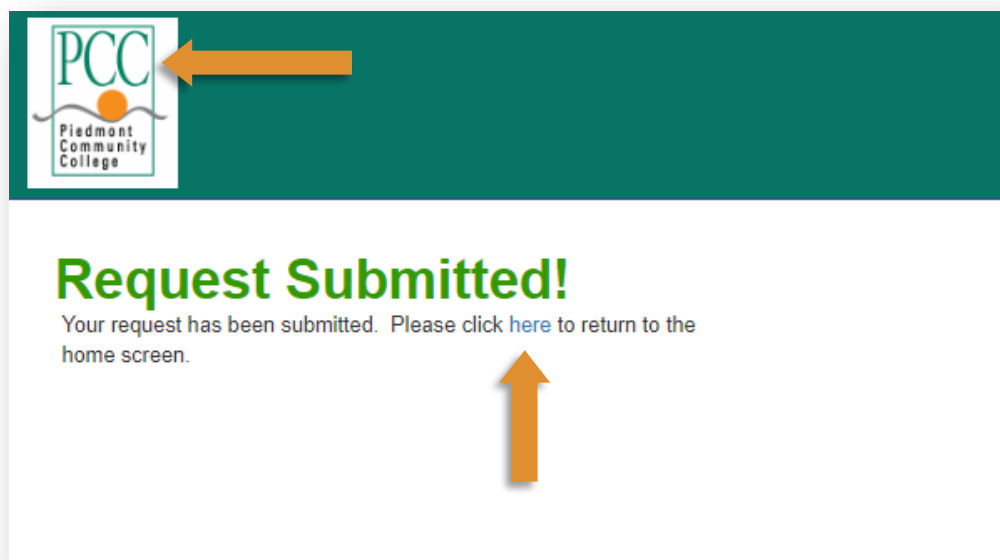
8. If you do not need to upload document(s), then click on the arrow beside **Submit to Student Records** to create your request.



The screenshot shows the PCC (Piedmont Community College) FERPA request form. At the top is the PCC logo. Below it are input fields for 'Student Name' and 'CID', and a 'Workflow Status' dropdown set to 'New'. There is a 'Review Comments' section. Below this is an 'Actions' table with three rows. An orange arrow points to the right-pointing arrow next to the 'Not Started' status for the '*Submit to Student Records' action.

Status	Action
Completed	*Complete FERPA Form
Not Started	*Submit to Student Records
Not Started	Upload Supporting Document

9. Once you have saved the information, the confirmation screen will display. The FERPA form has been sent to the Student Records for processing. To return to the home page, click on the **PCC logo** or click '**here**'



The screenshot shows the 'Request Submitted!' confirmation screen. At the top is the PCC logo. Below it, the text reads 'Request Submitted!' in large green letters, followed by 'Your request has been submitted. Please click [here](#) to return to the home screen.' An orange arrow points to the PCC logo, and another orange arrow points to the 'here' link.