



PIEDMONT
COMMUNITY
COLLEGE STUDENT
WORKFLOWS
DOCUMENTATION

4.15.2024



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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.

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

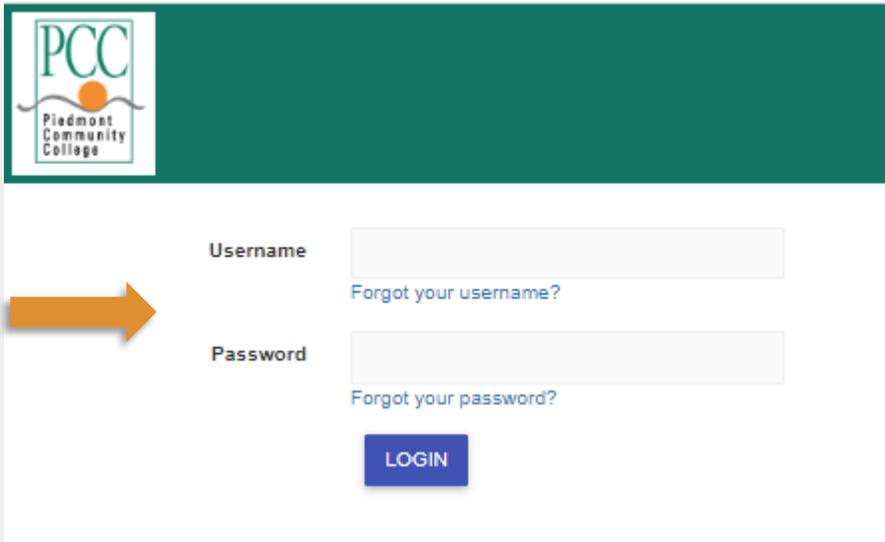
STUDENTS / EMPLOYEES



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:



PCC
Piedmont
Community
College

Username

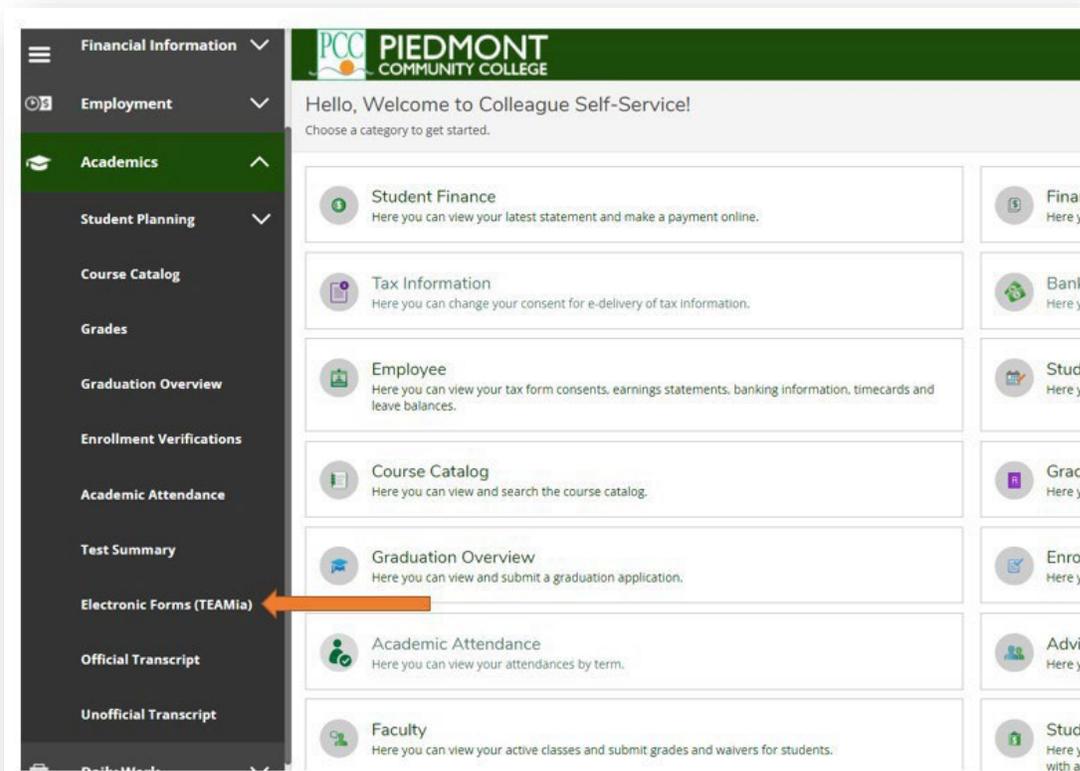
[Forgot your username?](#)

Password

[Forgot your password?](#)

LOGIN

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



Financial Information ▾

Employment ▾

Academics ▸

Student Planning ▾

Course Catalog

Grades

Graduation Overview

Enrollment Verifications

Academic Attendance

Test Summary

Electronic Forms (TEAMia) ←

Official Transcript

Unofficial Transcript

PCC **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.

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Course Catalog
Here you can view and search the course catalog.

Graduation Overview
Here you can view and submit a graduation application.

Academic Attendance
Here you can view your attendances by term.

Faculty
Here you can view your active classes and submit grades and waivers for students.

Financial Information
Here you can view your latest statement and make a payment online.

Banking Information
Here you can view your banking information, timecards and leave balances.

Student Information
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Graduation Overview
Here you can view and submit a graduation application.

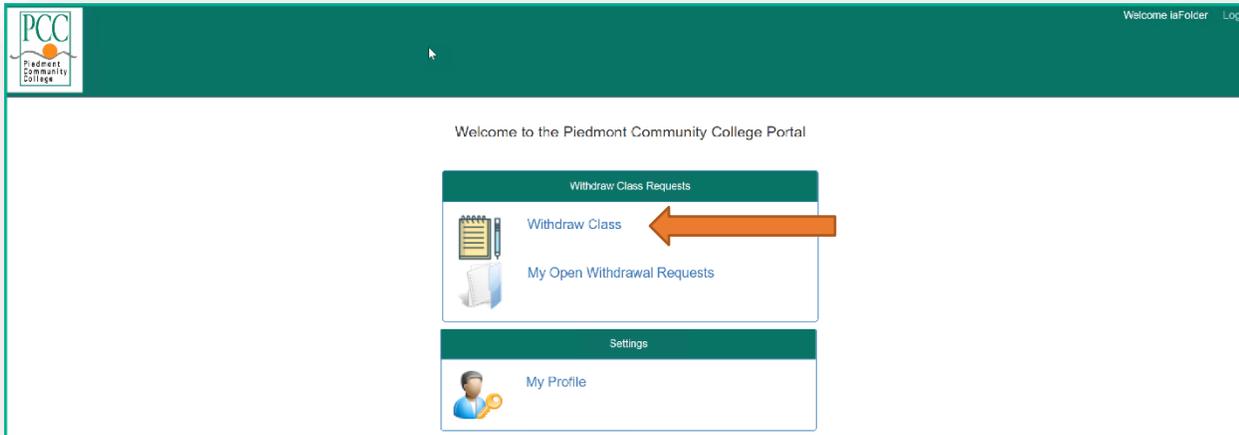
Enrollment Verifications
Here you can view your enrollment verifications.

Academic Attendance
Here you can view your attendances by term.

Student Information
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

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**.

Instructions:
Select the course you want to withdraw from and click the continue button.

Search...

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...

1 - 3 of 3 items

CANCEL

✓ CONTINUE

- 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

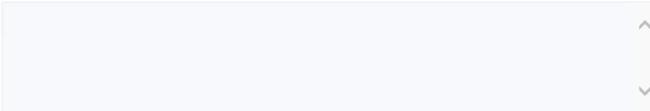
Student Email

Term 2021SP

Withdrawal Reason  

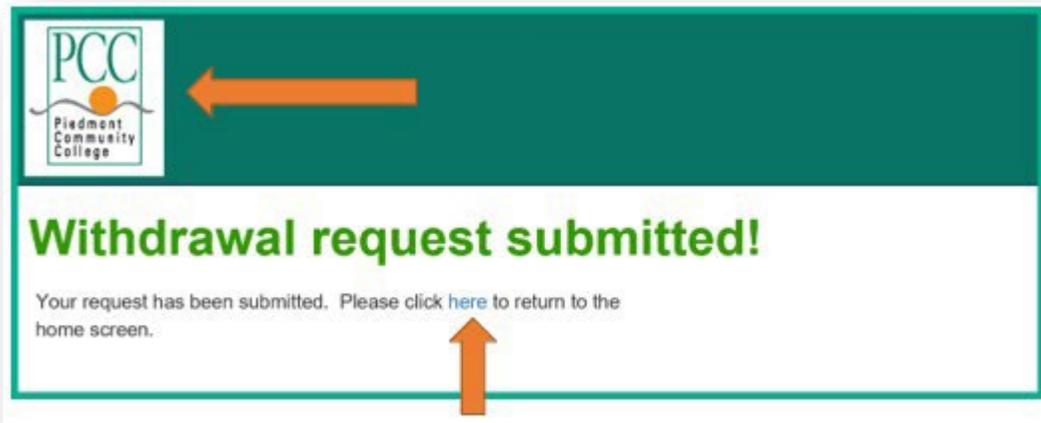
Course Number	Section Number	CourseName	Course Credits	Instructor Name
BUS-121	71	Business Math	3.00	

Credit Hours Before 9.00 Credit Hours After 6.00

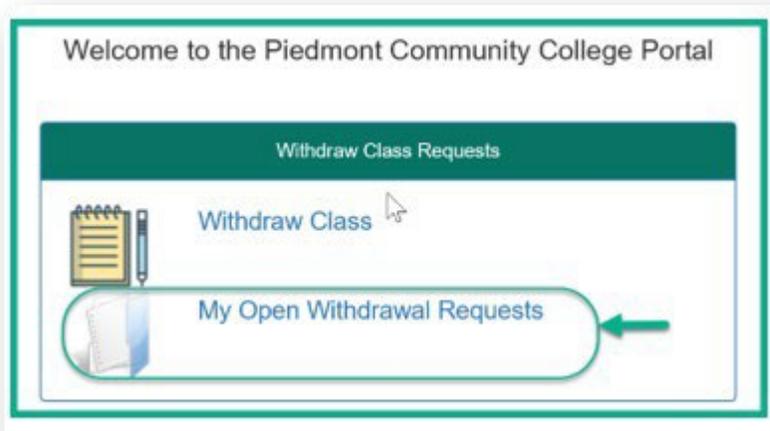
Comments 

- 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 homepage.

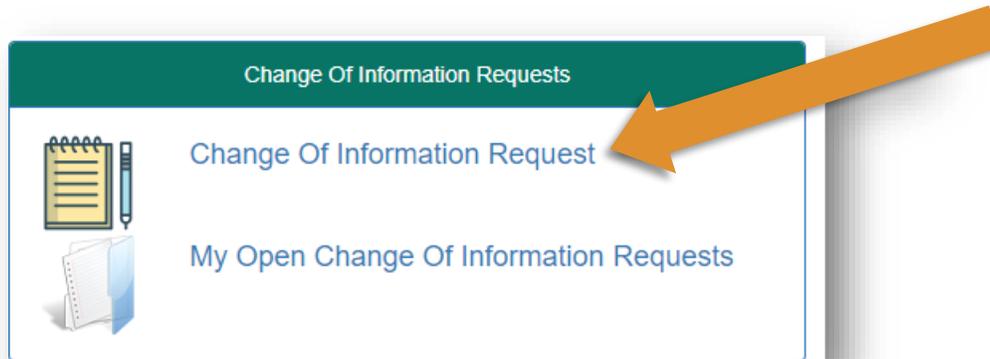


- To view the list of withdrawal requests and status of each, click on the **view details** icon.

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="checkbox"/> *Enter Information
	<input type="checkbox"/> *Upload Supporting Documentations
	<input type="checkbox"/> *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 on the Piedmont Community College website. The page header includes the PCC logo and 'Welcome PIEDMONT'. The form title is 'Student Change of Information' with 'SAVE AND CONTINUE' and 'CANCEL' buttons. A zoom control bar is visible above the form content. The form itself is titled 'Piedmont Community College Admissions and Records Student Change of Information' and is dated 'Updated 9/2021'. It contains several sections: a header with the PCC logo and title; a note about submitting with a valid photo ID and social security card; a section for 'Print your information as it currently appears on your file.' with fields for Name (LAST, FIRST, MIDDLE), PCC Student ID#, and Date of Birth; a section for 'CHANGES TO BE PROCESSED: (Only complete the sections to be changed)'; a 'NEW NAME' section with fields for LAST, FIRST, and MIDDLE (containing 'Nicole'); a 'NEW MAILING ADDRESS' section with fields for NUMBER, STREET, APT #, CITY, STATE, and ZIP CODE; a 'New E-mail Address' field; 'New Home Phone', 'New Cell Phone', and 'New Work Phone' fields; and a section for '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:'. At the bottom of the form are 'SAVE AND CONTINUE' and 'CANCEL' buttons. Three red callout boxes with arrows point to the 'SAVE AND CONTINUE' button at the top left, the zoom control bar, and the 'SAVE AND CONTINUE' button at the bottom left.

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**.

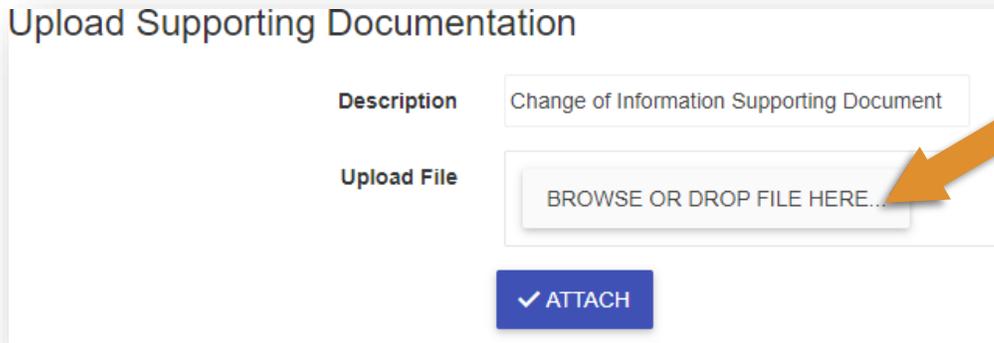
The screenshot shows two panels: 'Actions' and 'Attachments'. The 'Actions' panel has a table with columns 'Status' and 'Action'. It contains three rows: 'Completed' with a right-pointing arrow, '*Enter Information', 'Not Started' with a right-pointing arrow, '*Upload Supporting Documentations', and 'Not Started' with a right-pointing arrow, '*Send to Admissions'. An orange arrow points to the right-pointing arrow next to the 'Not Started' row for '*Upload Supporting Documentations'. The 'Attachments' panel has a table with columns 'Attachment ...', 'Name', and 'Attachment Actions'.

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

Upload Supporting Documentation

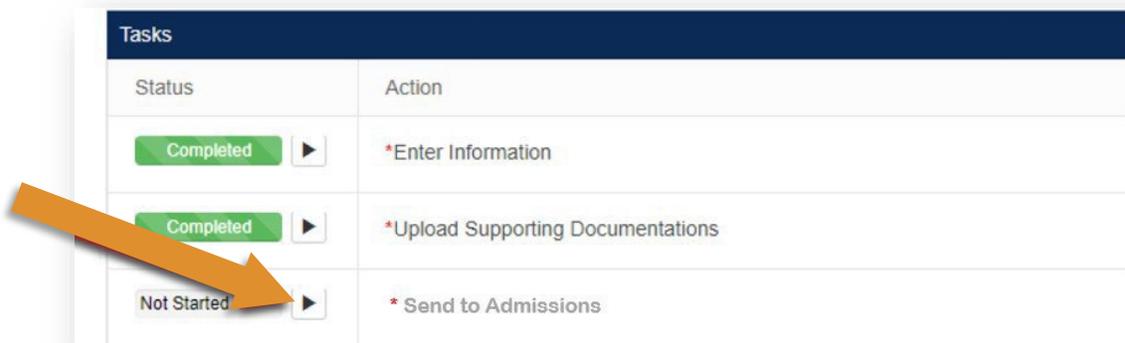
Description

Upload File



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
<input type="button" value="Completed"/>	*Enter Information
<input type="button" value="Completed"/>	*Upload Supporting Documentations
<input type="button" value="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 creating a FERPA request. At the top left is the PCC (Piedmont Community College) logo. Below the logo are input fields for "Student Name" and "CID". The "Workflow Status" is set to "New". There is a "Review Comments" section. Below this 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 side of the screen towards the "Not Started" status of the first row in the table.

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

A screenshot of a web form. At the top left is the PCC Piedmont Community College logo. The main heading is "Are you a current high school student?". Below this is a dropdown menu with "Yes" and "No" as visible options. At the bottom right is a blue button with a checkmark and the text "SAVE".

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

A screenshot of the FERPA Release Form from Piedmont Community College. The form includes the college logo and name. Fields for "Student Name:", "Student ID Number:", and "Expected HS Graduation Date:" are present, with the latter highlighted in yellow. The form contains several paragraphs of text explaining FERPA policy and the purpose of the release. There are checkboxes for selecting records to be released: "All academic records", "Financial Aid Information", "All Accessibility Records", "All contact information", "Release of Transcript", and "Other:". Below this are fields for "Persons to whom information may be released (i.e. parents/guardians)", including Name and Date of Birth. At the bottom, there are fields for "Signature:" and "Date:". The form is mostly filled with yellow boxes representing redacted information.

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

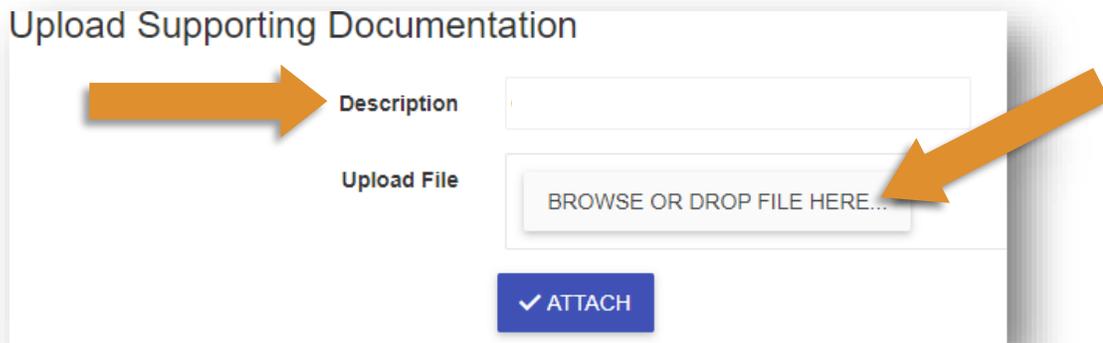


5. If documentation is required, then click the arrow box beside **Upload Supporting Documentation**.



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.

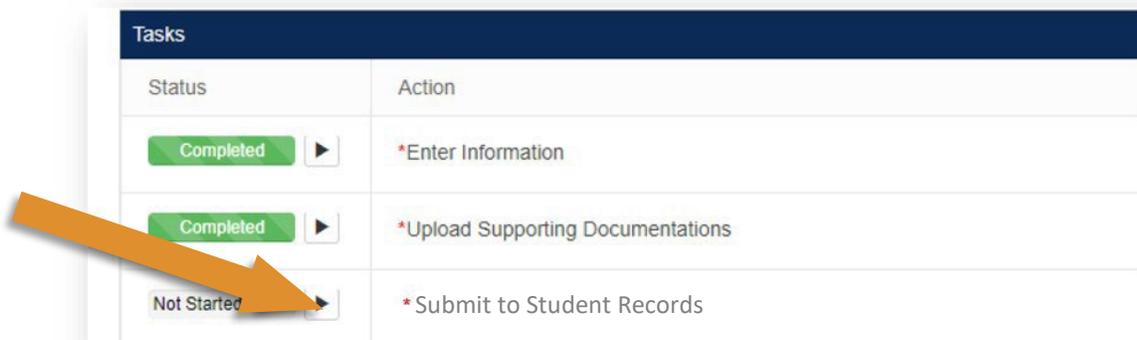


Upload Supporting Documentation

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.

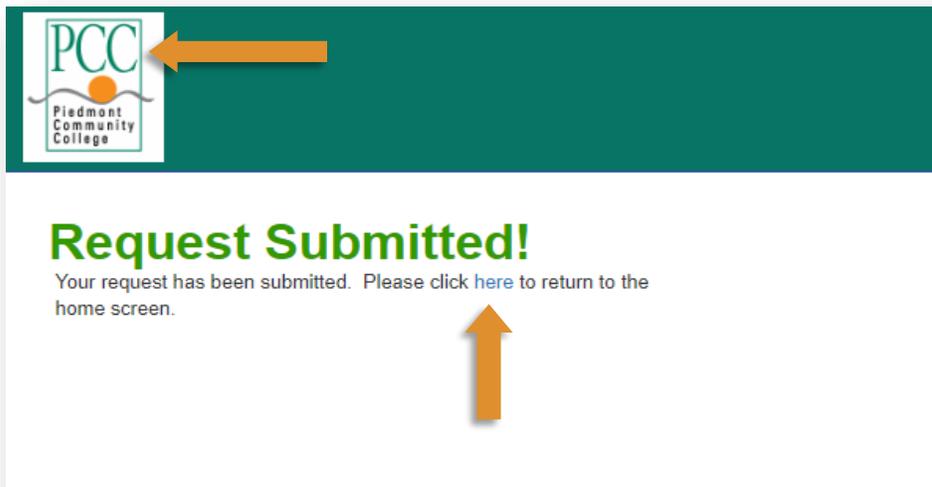


Tasks	
Status	Action
Completed 	*Enter Information
Completed 	*Upload Supporting Documentations
Not Started 	* Submit to Student Records

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

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**'



Completing a Graduation Application

1. To create a graduation application, click on **Graduation Application**. From this page you can also view your open or completed requests.

Welcome to the Piedmont Community College Portal



2. Your Name and Student ID will self-populate. Click on the Complete Application Form button to start your application.

Sally Student
1234567

Actions	
Status	Action
Not Started 	*Complete Application Form
Not Started 	*Submit Application

3. Fill out the following information on the application, then click **SAVE**.

Student Name	Sally Student
Student Email	1234567
Address	123 Main St
City	Roxboro
State	NC
Zip Code	27583
Phone Number	336-555-0000
Will Participate In Ceremony - Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
Height	5' 7"
Weight	150
Curriculum Enrolled Student	<input checked="" type="checkbox"/>
Dual Enrolled High School Student	<input type="checkbox"/>
Please enter the number of additional copies you wish to have printed. The first copy is included. Each additional copy will be an additional \$5. If you only need the included copy, leave the number of additional copies at zero.	
	0
SAVE	

*Only fill this field out if you are graduating with more than one degree. Otherwise, leave as "0"



4. Select your advisor from the list below and click **CONTINUE**. (Use the search box to type in your advisors name if needed.)

Instructions: Search box:

Please select your advisor from the list below. You can use the Search box to find your advisor by name.

🔍

Advisor Name
Sherrie Clayton
Kathy Duncan
Amy Newton
Karla Sears
Walter Montgomery

⏪ < 1 > ⏩

 ✓ CONTINUE

5. Click arrow button to Submit your application to your advisor.

Actions	
Status	Action
Completed ▶	*Complete Application Form
Not Started ▶	*Submit Application



6. Your application has been submitted to your advisor for review.

