Update an Existing Material and Supply Fee

To complete this task you must have the UF_COURSEFEES_DEPT_USER security role. Follow these instructions to update an existing Material and Supply Fee.

1. Login to myUFL
   - Click the Login button
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Navigate to UF Campus Solutions > eForms Home > Start a new eForm Request > Material and Supply – Fees Request

3. Enter the ISIS Course ID
   - A list of existing fees is available by UF Campus Solutions > eForms > eForms Course Fee Overview

4. Enter or select the new Term for which you want to charge fees
   - To select the Term
   - Click the search icon
   - Click the Look Up button
   - Select the Term

   You will receive a message that reads “Material and Supply Fee Request Form #NN was authorized for this course in term NNNN”

5. Click the Ok button
   - Note the Copy Fee Items From eForm option is now populated with the eForm selected

6. Click the Copy button

7. The previous term information is provided in the Fee Item box

8. Update each Fee Item Name as needed

9. Enter the Projected Annual Enrollment

10. Enter the Departmental Override Amount if needed

11. Review the eForm

12. Click the Submit button for Approval by Dean