Update an Existing Equipment Use Fee

To complete this task you must have the UF_COURSEFEES_DEPT_USER security role. Follow these instructions to update an existing Equipment Use 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

3. Click the Equipment Pool – Fees Request link

4. Enter the EUF Pool ID (Deptflex)

5. Enter or select the eForm ID

6. 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

7. You will receive a message that reads “Equipment Use Fee #NN was authorized for this course in term NNNN”

8. Click the Ok button

9. Click the Copy button

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

11. Update the Equipment Information and Course Details as needed

12. Click the Next button

13. Review the eForm

14. Click the Submit button for Approval by Dean

Further information about Course Fee Requests is available at the Material & Supply and Equipment Usage Fees Toolkit.

If you delete a course from a copied Equipment Use Fee Form it is a two-step process:
   1. You must first delete the course from the form to allow the fees to recalculate over the remaining courses.
   2. Then you also have to go into Course Fee- Delete Fee to delete the fee from the course

If one step is completed without the other the fees will be incorrect.