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.

- Login to myUFL by navigating to my.ufl.edu. Click the Access myUFL button, enter your GatorLink username and password and click the Login button.
- Navigate to UF Campus Solutions > eForms Home > Start a new eForm Request.
- Click the Material and Supply – Fees Request link.
- Enter the ISIS Course ID.
  - A list of existing fees is available by UF Campus Solutions > eForms > eForms Course Fee Overview.
- 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.”
- Click the Ok button.
- Note the Copy Fee Items From eForm option is now populated with the eForm selected.
- Click the Copy button.
  - The previous term information is provided in the Fee Item box.
- Update each Fee Item Name as needed.
- Enter the Projected Annual Enrollment.
- Enter the Departmental Override Amount if needed.
- Review the eForm.
- 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.