


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](#).



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