


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.

- ▶ Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to UF Campus Solutions > eForms Home > Start a new eForm Request
- ▶ Click the **Equipment Pool – Fees Request** link
- ▶ Enter the **EUF Pool ID (Deptflex)**
- ▶ Enter or select the **eForm ID**
- ▶ 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 "Equipment Use Fee #NN was authorized for this course in term NNNN"
- ▶ Click the **Ok** button
- ▶ Click the **Copy** button
 - ▶ The previous term information is provided in the **Fee Item** box
- ▶ Update the **Equipment Information** and **Course Details** as needed
- ▶ Click the **Next** button
- ▶ 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](#).

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.



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