

Approve, Deny, or Recycle an eForm

To complete this task you must have the **UF_COURSEFEES_DEPT_USER** security role.

Log In

1. Log in to myUFL
 - Open an internet browser
 - Navigate to **my.ufl.edu**
 - Click the **Access myUFL** button
 - Enter your GatorLink username and password
 2. Navigate to your **Worklist**
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Form Data

- Note the **Work Item** list
 - **Custom Update Form** – Department selected “Save”
 - **Update Form** – Form has been “Recycled” back to previous step
 - **Evaluate Form** – Everything awaiting approval
 - **Select** the eForm by clicking the link for the form you want to approve
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Complete the Form

3. Evaluate Distance Learning Fee Request
 4. After your review select one of the following options:
 - **Approve** – advance the form to the next level
 - **Deny** – Stops the form from moving forward
 - **Recycle** – Sends the form back to the previous step
 5. Click **Yes** to confirm
 - The **eForm ID** number and **Status** will be displayed
 6. Click **Yes** to confirm
 - The **eForm ID** number and **Status** will be displayed again
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Assistance

If you need assistance, contact:

Associate Provost for Teaching and Technology
The University of Florida | Distance Learning
Box 113172 (Campus), 2124 NE Waldo Road
Gainesville, FL 32609
Phone Number (352) 294-0851, Fax Number (352) 392-7049
