

Editing a Previously Approved Distance Learning eForm

To complete this task you must have the **UF_COURSEFEES_DEPT_USER** security role. To access Student Financial related queries, you should also request **UF_SA_Coursefee_Query**

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. Click **UF Campus Solutions > eForms > eForms Home > Start a new eForm Request**
 3. Click the **Distance Learning - Fees Request** link
-

Form Data

4. Enter the eForm number from your previously approved distance learning fee into the field next to:
Copy from eForm ID:
5. Click the magnifying glass icon to search and find your form number in the system.
6. When your form number is found click on it.
7. Now click the **Copy** button.
All of your previously approved Distance Learning Fee Form information should now be copied into your new form. (*Reminder to write down your new form number*)
8. You can now make adjustments to your Distance Learning Fee Form.
 - Contact Information
 - Add or remove courses
 - Adjust semester enrollment projections
 - Add, remove or adjust fee items

Reminder:

Special Topics course numbers **are not eligible** to charge departmental / unit Distance Learning Course Fees for. Examples: XXX4930, XXX6930

The following types of courses will require explanation in the **COMMENTS** section of the Distance Learning eForm: You must explain how they comply with the state statute.

- Individual Work
 - Practicum
 - Individual Study
 - Advance Research
 - Doctoral Research
 - Supervised Research
 - Seminars
-

Submit the Form

9. Click the **Save** button to save the form and complete it later
 10. Click the **Submit** button to move forward with this request
 11. Click the **Yes** button to confirm your submission
 12. The name of the next approver will be displayed
-

Assistance

If you need assistance, contact:

Chris Newsom

Phone Number (352) 294-0851

Email: cnewsom@dce.ufl.edu