

Setting up sections to charge an approved DL Fee or “Tagging” sections

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

Log In

1. Log in to myUFL
 - Click the **Access myUFL** button
 - Enter your GatorLink username and password
 2. Click on **Main Menu > UF Campus Solutions > eForms > DL > Fee Section Hookup**
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Tagging

- Enter the term that you are tagging in the Term field (example 2128 fall 2012).
 - Enter the first two digits of your college Academic Organization in the correct field and click search. You should now see all approved DL fees for the term chosen.
 - Click on the item type Description of the DL fee you wish to tag sections for.
 - You should now be on a page where you can enter your sections to be tagged.
 - When you enter a section the system should pull up your course title for confirmation.
 - Click the + button to add new lines to enter more sections.
 - Be sure to click save at the bottom of the page before you leave the screen.
 - All sections entered and saved will charge the appropriate DL fee per credit hour.
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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
