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**

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