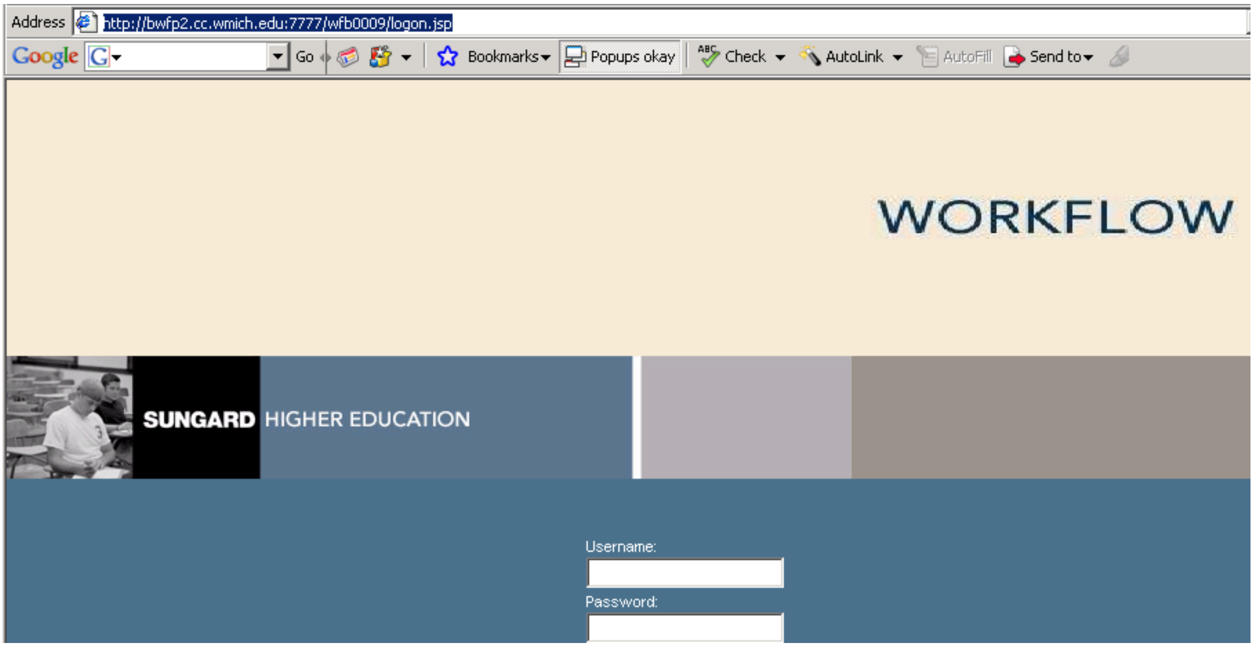
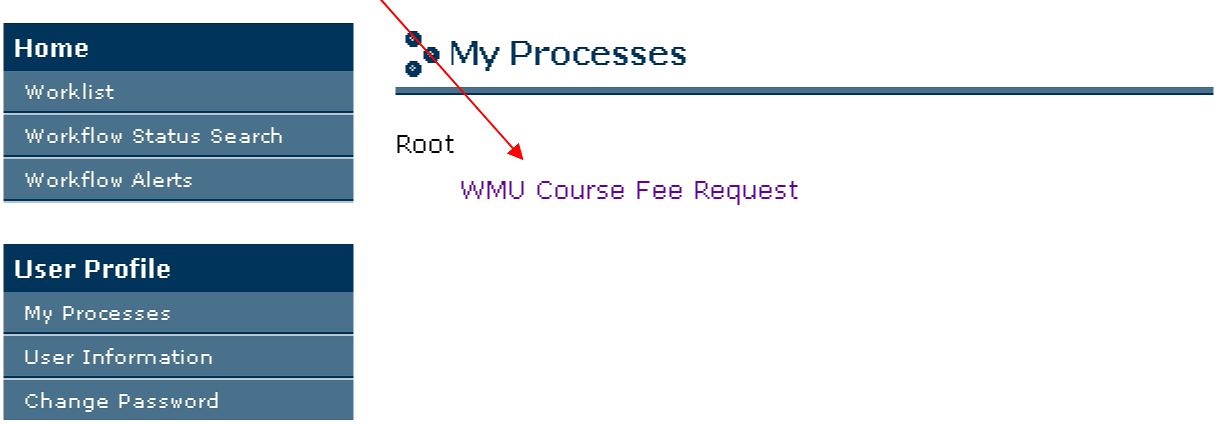
1. To start Fee Course Request login at: https://bwfp.cc.wmich.edu:9020/wfbprod/logon.jsp

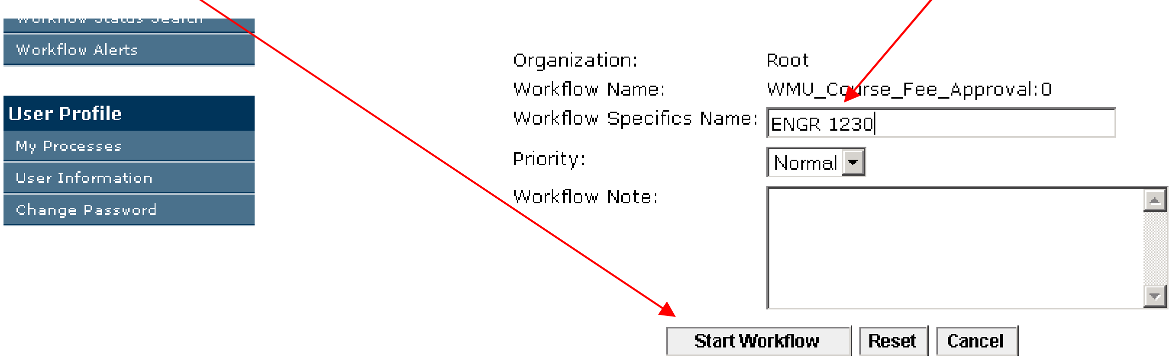


2. On the Worklist page, click on **My Processes** under User Profile tab.

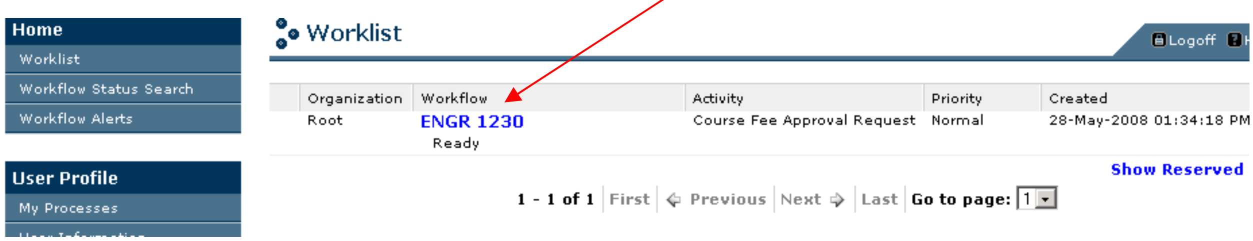
3. Click on **WMU Course Fee Request** (note: will have dept specific name ie: WMU Course Fee Math Request).



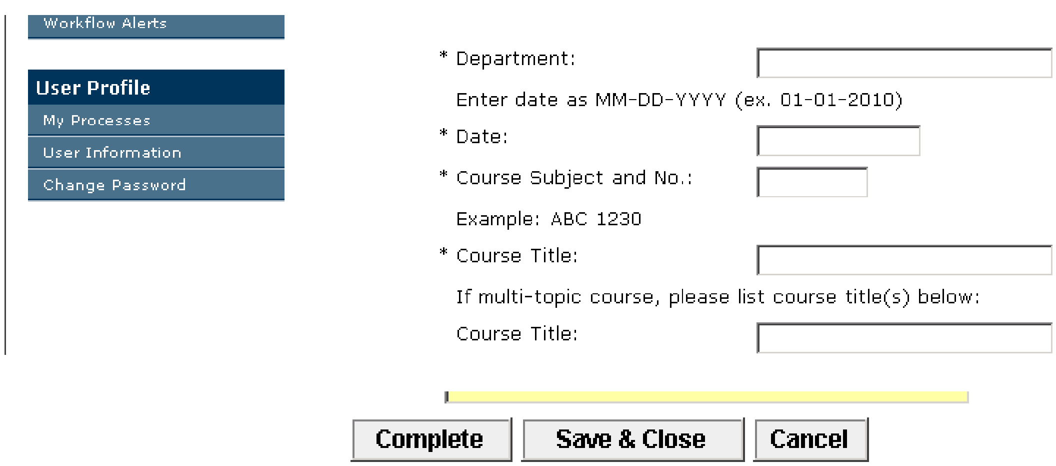
4. At **Workflow Specifics Name** enter course subject and number (ie. ENGR 1230) and click **Start Workflow**. It will return a message that workflow started successfully, and click **OK**.



5. You will be bought back to your Worklist page where the workflow will be ready to be processed. Click on the workflow you would like to process to open the **Fee Request** form.



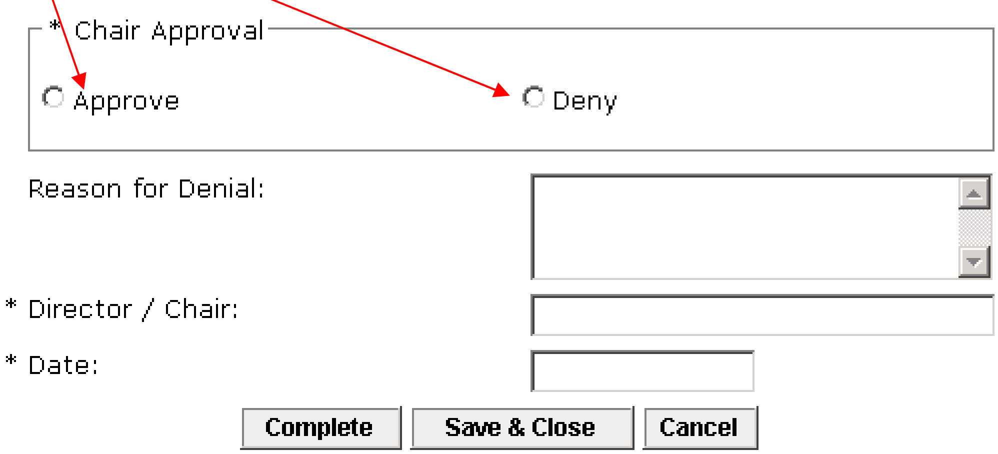
6. Fill in the fields. Data fields with **asterisk** denote a required entry, and you will get an error message if you try to complete the step without data in the field. At the bottom are three options – click **Complete** when you have finished the form; click **Save & Close** to save changes you have made but are not ready to complete; click **Cancel** to empty and start over.



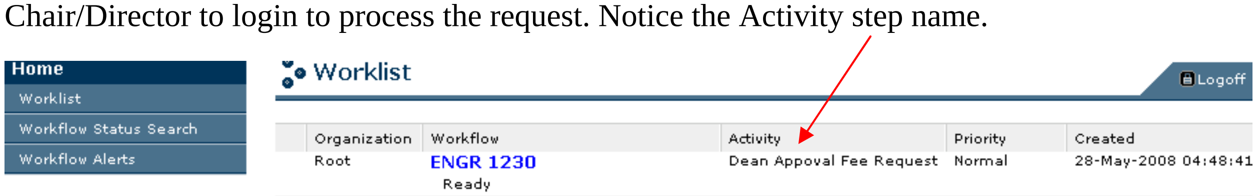
7. Once completed, the workflow will be removed from your worklist and show up on the Chair/Director role worklist for processing – either an approval or denial of the fee request. The department will be notified by e-mail of an approval or denial.

8. On the Chair/Director worklist the workflow will appear. A notification e-mail is sent to remind the Chair/Director to login to process the request. Notice the Activity step name.

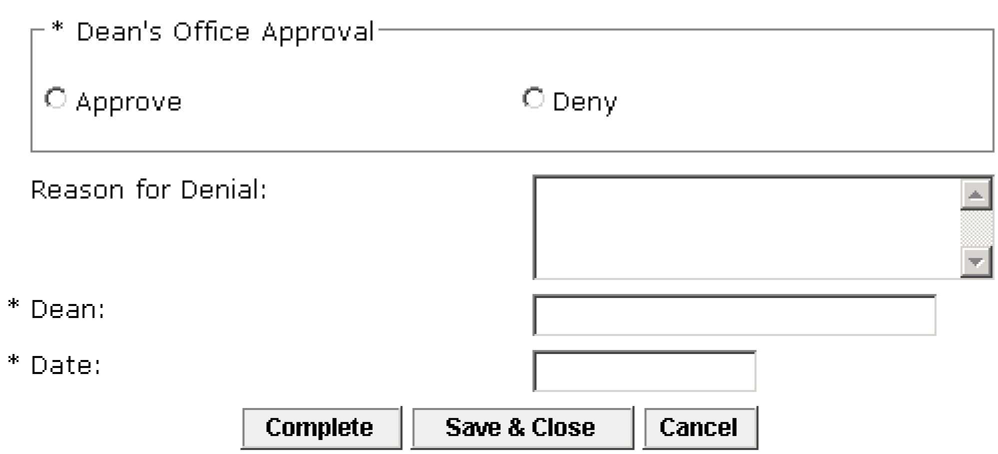
9. Chair/Director will preview all data passed from Course Fee initiator and then will approve or deny the request. Approval sends on to Dean's Office, a denial sends e-mail to the originating department. Click **Complete** when finished.



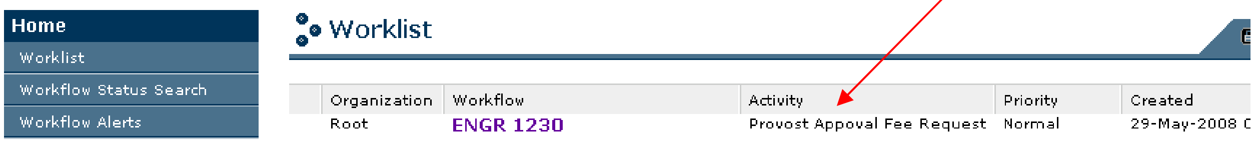
10. On the Dean worklist the workflow will appear. A notification e-mail is sent to remind the Chair/Director to login to process the request. Notice the Activity step name.



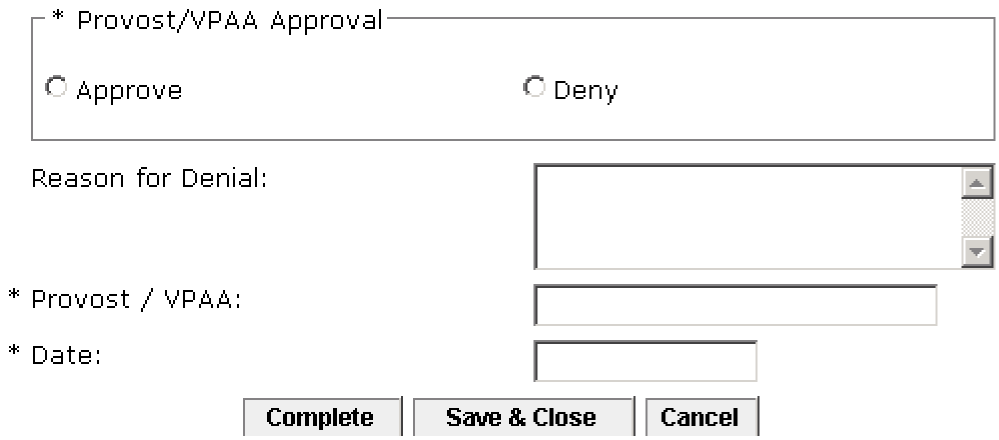
11. Dean will preview all data passed from Chair/Director and then will approve or deny the request. Approval sends on to the Provost's Office, a denial sends e-mail to Chair/Director.



12. On the Provost worklist the workflow will appear. A notification e-mail is sent to remind the Provost representative to login to process the request. Notice the Activity step name.



13. Provost will preview all data passed from Dean and then will approve or deny the request. Approval may complete workflow or send on to Accounts Receivable depending on request type (see note below), a denial sends e-mail to Dean. Click **Complete** when finished.

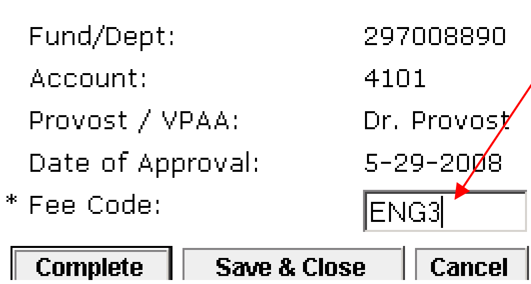


NOTE: For **Cancellation** requests, workflow would be complete, and a final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration.

For **Renewals**, Accounts Receivable reviews the Fund/Dept and Account and enters a Fee Code, then completes the workflow and the final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration. These two steps are shown below.

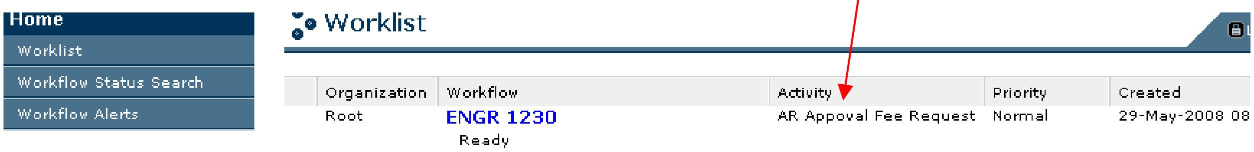
On the AR worklist the workflow will appear. A notification e-mail is sent to remind the AR representative to login to process the request. Notice the Activity step name

AR verifies the Fund/Dept and Account and enters a Fee Code, then clicks **Complete**.

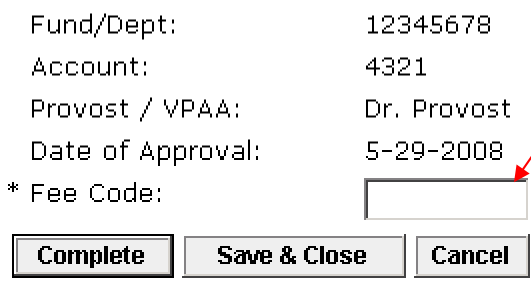


For **New** Fee requests, Accounts Receivable reviews the Fund/Dept and Account and enters a Fee Code, then completes the workflow. Accounting reviews Fund/Dept, Account Fee Code, then must determine if valid or invalid. The steps for both scenarios are below, and when completed the final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration, and Accounts Receivable.

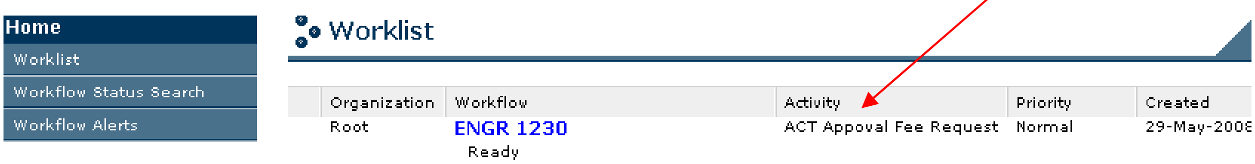
On the AR worklist the workflow will appear. A notification e-mail is sent to remind the AR representative to login to process the request. Notice the Activity step name



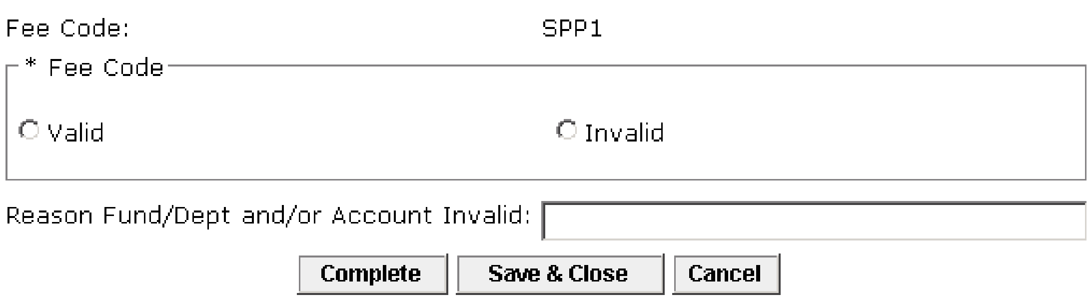
AR verifies the Fund/Dept and Account and enters a Fee Code, then clicks **Complete**.



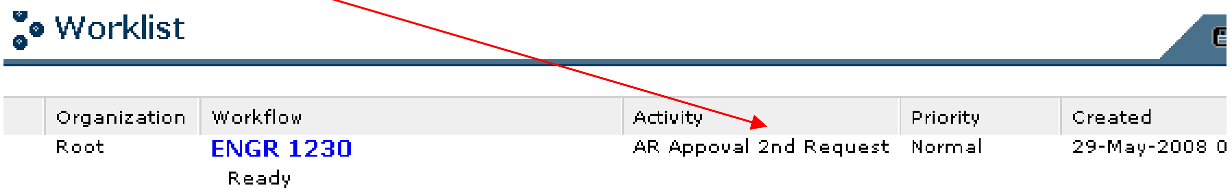
On the Accounting worklist the workflow will appear. A notification e-mail is sent to remind the Accounting representative to login to process the request. Notice the Activity step name



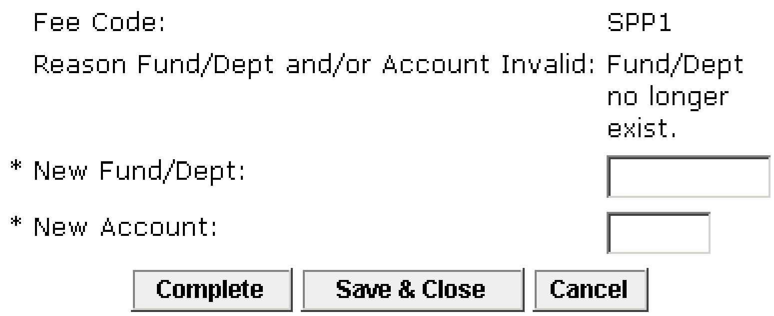
Accounting verifies the Fee Code. If it is **valid**, then clicks **Complete** and a final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration, and Accounts Receivable. If checked **invalid**, the next two steps would have to be completed.



Workflow will appear on AR worklist and another notification e-mail is sent to AR.



AR enters new Fund/Dept and Account for the Fee Code, then clicks **Complete**.



Workflow will appear on Accounting worklist and another notification e-mail is sent.

Accounting verifies new Fund/Dept and Account, hen clicks **Complete** and a final e-mail with all the data and approvals would be sent to Department, Chair/Director, Dean, Provost, Registration, and Accounts Receivable.