

Overview

This Quick Reference Guide (QRG) is designed to walk users through using the Tuition and Fees Portal to complete their Tuition & Fees Requests.



The Tuition and Fees Portal contains links to each School's Tuition & Fees Request Sheet, Reports, and other resources.

Navigating to and Completing Tuition & Fees Request Sheet

1. Access the Tuition and Fees Portal that was shared with you.
2. Sign in, if prompted, by clicking **Sign in with your company account**.

3. Open your Tuition & Fees Request Sheet by clicking your school's link.



Data that appears in this sheet is your data from the previous year. Cells with a yellow background are tuition or fees that you own and need to update for this year.

There may be programs that do not appear on this sheet at all because you do not own the fees. Additionally, new fees need to be requested by completing the New Fee Request Form (linked in the Portal).

4. Enter your requested Tuition & Fees by clicking anywhere on a row that contains yellow cells. This will open a Details pane on the right-hand side of the screen.

In the Details pane:

5. Enter fees for all fields marked with a red asterisk, scrolling down as required. If the fee is not changing, re-enter last year's amount.

Dollar amounts need to be entered in whole numbers (no cents).

6. Enter your T&F Rates Strategy (required), Justifications (required), and Comments (optional).

7. Click **Save** to save changes, or **Discard Changes** if you do not wish to.
8. Repeat Steps 4-7 for all applicable lines.
9. Provide attachments, if applicable (e.g., peer analysis, cost analysis, justifications, etc.)
 - a) Click on the Attachments tab at the top of the Details pane.

- b) Click **Attach a File**
- c) Select document
- d) Click Open

In State Spring (Approved)	In State 2022-2023 (Approved)	Out of State Fall 2022 (Approved)	Out of State Spring 2023 (Approved)	Out of State 2024 (Approved)
\$80	\$80	n/a	\$80	
\$70	\$35	\$35	\$70	
\$600	\$300	\$300	\$600	

Details

Data: Attachments (0)

In State Fall 2023 (Proposed) *

\$

In State Fall % Change (2023 vs. 2022)

In State Spring 2024 (Proposed) *

\$

In the Smartsheet:

There is no “Submit” button. You can continue to modify your requests until the sheets are closed by OFP&A (check the dates posted on the Portal).

You have successfully completed this task!