FileMaker: Course Fee Management System

The lab fee approval system is ready to go for **Spring**. Final course amounts will be known after Drop/Add. Here is a recap of how to use the system:

- Not all courses have associated lab fees. If you are unsure, please contact <u>your area head</u> or visit <u>https://registrar.fsu.edu/spring-2026-fee-rates</u>.
- If your FSU ID and password do not work in the system, please contact Celeste Ivory.
- The system displays whether your item has been ordered, notes from the reviewer, and you may view your previous orders.
- You may have a proxy (someone that would have access to submit requests on your behalf), primarily for area access.

INSTRUCTIONS: Art Course Fee Management System:

- Go to filemaker.cfa.fsu.edu
- Click on Art Course Fee Management System
- Log in with your FSU ID and password.
- Select Instructor Requests to view your courses for Spring 2026, you will see a list of your courses with the beginning and ending balances.
- If you are an area coordinator, you will be able to select Area Requests. You will see the area balances.

<u>To enter a request:</u>

- Click request to enter a new purchase request
- You need to make separate requests for each vendor you place an order with.
- Please provide item number(s), and specific product links in FileMaker.
- Click view to see all your requests and their approval status.
- You will receive an update by email when the request is approved or denied along with any comments from the approver.
- Enter the vendor, brief description, cost of all products from that vendor, shipping costs and then paste the details of your purchase into the notes section.
- Click submit to finalize your request. You will receive a confirmation email.
- If you make an error, click cancel to return to your list of courses.

Notes: From any webpage in the lab fee system, click the FSU logo to go back. Do not use the browser's back button. ** Deadline for use of these funds is <u>April 17, 2026</u>. Requests will not be fulfilled if submitted after this date. **