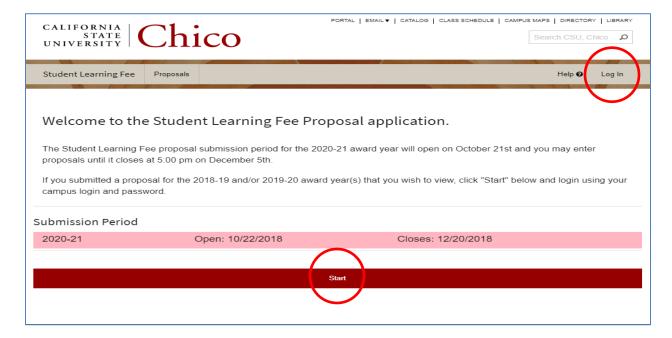


STUDENT LEARNING FEE

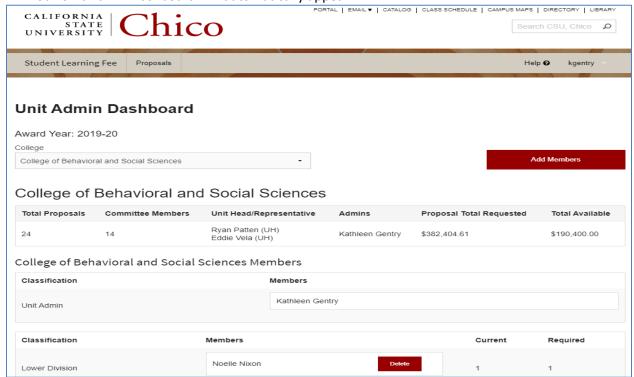
WEB APPLICATION INSTRUCTIONS FOR ADDING UNIT ADMINS/REPS AND SLF COMMITTEE MEMBERS

CALIFORNIA STATE UNIVERSITY, CHICO

1. Log into the SLF web application at https://slf.csuchico.edu. You may also login by clicking the red "Start" bar. (The language on the home page may vary from what is shown below; all screen shots are examples only.)



2. Your Unit Admin Dashboard will automatically appear.



3. Click the "Add Members" button to enter all committee members, unit admins, unit representatives (typically the person who leads the committee), and your unit head.



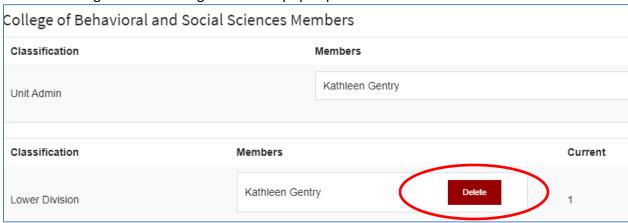
4. Select the "Role" for the new member using the drop-down menu. In the "Search" box, type in a student/empl id number, a name, or a user login name to locate each person you need to add. Click "Search". It is possible you will see more than one person listed. Choose the correct person by clicking on their respective row. Take care to make sure you have chosen the correct person.

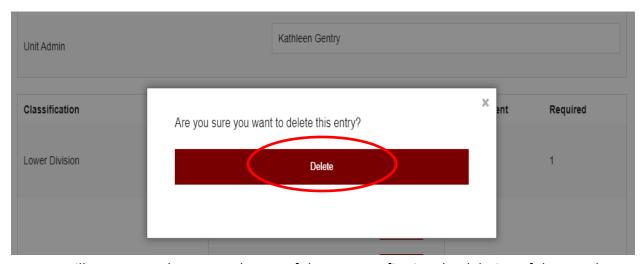


5. Repeat for each member. Each time you add a member, you will automatically be returned to the Unit Admin Dashboard and will see a green confirmation banner at the top of the screen.



6. If a person needs to be deleted, click the "Delete" button next to their name, and then click "Delete" again in the dialogue box that pops up.





7. You will see a green banner at the top of the page confirming the deletion of the member, similar to the banner you see when you add a member. Repeat as necessary.

The web app is designed to indicate whether the committee requirements have been met, so if there is a discrepancy in the "Current" and "Required" columns, it will be indicated by a red block. Please see the SLF <u>committee requirements</u> information if needed.

Please see the Student Learning Fee website at www.csuchico.edu/slf/, or email slf@csuchico.edu if additional information is needed.