



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.**)

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Student Learning Fee | Proposals | Help | **Log In**

Welcome to the Student Learning Fee Proposal application.

The Student Learning Fee proposal submission period for the 2020-21 award year will open on October 21st and you may enter proposals until it closes at 5:00 pm on December 5th.

If you submitted a proposal for the 2018-19 and/or 2019-20 award year(s) that you wish to view, click "Start" below and login using your campus login and password.

Submission Period

2020-21	Open: 10/22/2018	Closes: 12/20/2018
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Start

2. Your Unit Admin Dashboard will automatically appear.

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Unit Admin Dashboard

Award Year: 2019-20
College: College of Behavioral and Social Sciences **Add Members**

College of Behavioral and Social Sciences

Total Proposals	Committee Members	Unit Head/Representative	Admins	Proposal Total Requested	Total Available
24	14	Ryan Patten (UH) Eddie Vela (UH)	Kathleen Gentry	\$382,404.61	\$190,400.00

College of Behavioral and Social Sciences Members

Classification	Members	Current	Required
Unit Admin	Kathleen Gentry		
Lower Division	Noelle Nixon Delete	1	1

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.

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Unit Admin Dashboard

Award Year: 2019-20
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Add Members

College of Behavioral and Social Sciences

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College of Behavioral and Social Sciences Members

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Unit Admin	Kathleen Gentry		
Lower Division	Noelle Nixon	1	1

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.

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Select Role to Add:

Please note: New roles have been added to ensure that all required roles are filled. Please choose a specific role when adding new members.

Unit Admin

Search for user

Search by emplid, name and username.

Search

Total Proposals	Committee Members	Unit Head/Representative	Admins	Proposal Total Requested	Total Available
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- 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.

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Gentry, Kathleen (000062388) has been added to College of Behavioral and Social Sciences as a(n) Lower Division Student (Voting).

Unit Admin Dashboard

Award Year: 2019-20

College: College of Behavioral and Social Sciences

Add Members

- 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.

Classification	Members	Current
Unit Admin	Kathleen Gentry	
Lower Division	Kathleen Gentry	1

Unit Admin | Kathleen Gentry

Classification: Lower Division

Are you sure you want to delete this entry?

Delete

- 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 [committee requirements](#) 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.