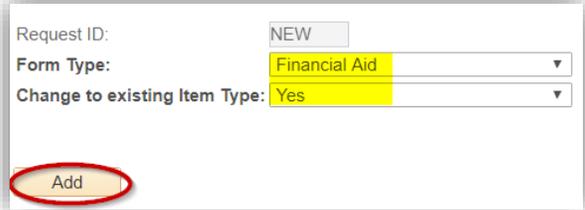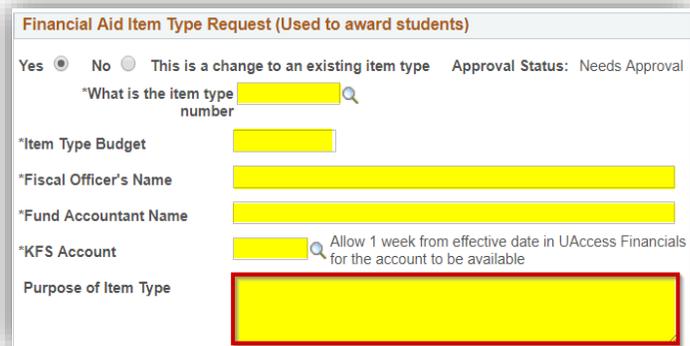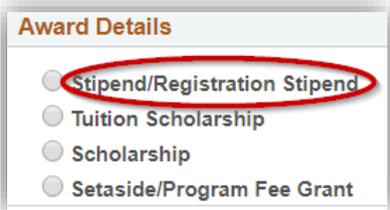| Step	Action
1.	To begin, log into UAccess Student as Administrative Staff (https://uaccess.arizona.edu/)
2.	Use the **Navigator** in the top right corner to navigate to **Student Financials > Tuition and Fees > UA University Fees > UA Item Type Request Form**
3.	Choose **Add a New Value**
4.	Select **Financial Aid** as the Form Type Select **Yes** for Change to existing Item Type Click **Add**
5.	Fill in all required fields Enter the existing cash or registration item type for the **What is the item type number** field Enter the new item type budget in the **Item Type Budget** field For the **Purpose of Item Type** field, enter: *updating item type budget*
6.	Under **Award Details**, select appropriate item type
7.	To add a comment, enter it in the **New Comment** field The comment will be added once you **Save** or **Submit** the Item Type Request
8.	Click **Submit** to request the approval, or **Save** to submit the request later
9.	E-mail notifications will be sent to the requestor as Financial Aid, FSO, and Budget Office approve the request and the item type is finalized To review the status of your request, navigate to **Navigator > Student Financials > Tuition and Fees > UA University Fees> UA Item Type Request Management**.

Questions? Email osfa-deptaskaid@email.arizona.edu
External Awards Training Guide: Link Training Guide
Enroll in the FA External Awards course: Link Enroll Using UAccess Learning