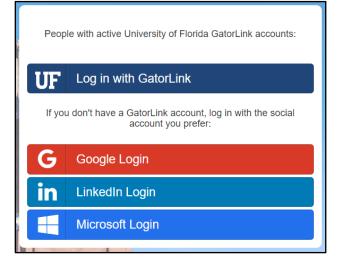
Creating the Application & Implementing Restrictions

1. Log into Destiny One: <u>uflsv.destinyone.moderncampus.net</u>



- 2. Create an application and questionnaire.
 - a. Watch this YouTube video for step by step assistance on creating an application and questionnaire: <u>https://www.youtube.com/watch?v=GgLRtT-DXfl&feature=youtu.be</u>
- 3. Once an application has been created, then restrictions will need to be created. At the top left of your screen, use the dropdown menu to switch to the "System Administration".

Destiny One	Curriculum Manager	-
Courses Caler	System Administration	
New Session	Task Manager	
O Streamline	Dashboards	
	Reporting	
Current	Accounting	
Current	Enrollment Manager	
Course No.: 100	Marketing	
Program Code:	Conference Manager	

4. Hover over the "Enrollment Rules" tab at the top.

Destiny One ⁻ System Administration -	🗎 🄊 🔰 Help 🕑 1	Log Off
Fees System Accounting Access Control Contacts Data Import Data Export Enrolli	ient Rules Integration Profile Templates	

5. Click "Restrictions".



In the "Description" textbox, type a detailed description to help identify the restriction.
 <u>Note:</u> Code is marked as required but will be automatically assigned once you select the "Save" button.

New Enrollment Restriction				
Code:*	Description:*	Rule Category:* Section	Status * Active	

7. For Section One, "Students enrolling with these fees", check the "Tuition Profile" checkbox in order to restrict specific tuition profile(s). Then select the "Specify tuition profiles" radio button.

1. Students enrolling with these fees*		
□ section flat fee		
discounts		
O Any discount		
O Specify discounts		
Comp - DC0003	~	0
Nothing found to display.		
□ surcharges		
Any surcharge		
○ Specify surcharges		
	~	٢
Nothing found to display.		
tuition profiles		
Any tuition profile		
○ Specify tuition profiles		
NFPT Discount Registration Fee - TP0001	~	0

8. Use the dropdown box to select the desired tuition profile(s). Then use the small gray button to add the tuition profile as part of the restriction.

<u>Note</u>: To remove a tuition profile, click the gray button next to the tuition profile you wish to remove.

✓ tuition profiles ○ Any tuition profile	
Specify tuition profiles	
NFPT Discount Registration Fee - TP0001 V	
 tuition profiles Any tuition profile Specify tuition profiles 	
NFPT Discount Registration Fee - TP0001 🗸 🔍	
Tuition Profile	
NFPT Discount Registration Fee - TP0001	

9. For Section Two, "Must satisfy these requirements", check the "application requirements" check box. Then select the "Must have approved application" radio button.

2. Must satisfy these requirements*		
application requirements		
CCP application-new - AP0007	~	٢
Must have submitted application		
O Must have approved application		
\bigcirc Automatically add application for completion after enrollment		

10. Use the dropdown box to select the desired application(s). Then use the small gray button to add the application as part of the restriction.

Note: To remove a tuition profile, click the gray button next to the tuition profile you wish to remove.

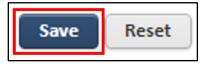
Must satisfy these requirements*				
application requirements				
CCP application-new - AP0007			✓ ◎	
O Must have submitted application				
Must have approved application				
 Automatically add application for comp 	letion after enr	ollment		
Must satisfy these requirements*]
application requirements				
CCP application-new - AP0007			✓ ◎	
O Must have submitted application				
Must have approved application				
\bigcirc Automatically add application for comp	letion after enr	ollment		┥┥┥┥
Application	Rule			
CCP application-new - AP0007	Must have approved application	٢		
	 Must have submitted application Must have approved application Automatically add application for comp Must satisfy these requirements* application requirements CCP application-new - AP0007 Must have submitted application Must have approved application Automatically add application for comp 	application requirements CCP application-new - AP0007 Must have submitted application Must have approved application Automatically add application for completion after enr Must satisfy these requirements* application requirements CCP application-new - AP0007 Must have approved application Must have approved application Must have approved application Automatically add application Automatically add application for completion after enr Application Rule CCP application-new - AP0007 Must have approved	application requirements CCP application-new - AP0007 Must have submitted application Must have approved application Automatically add application for completion after enrollment Must satisfy these requirements* application requirements CCP application-new - AP0007 Must have approved application Must have approved application Must have approved application Must have approved application Automatically add application for completion after enrollment Application Must have approved application Must have approved application Must have approved application	application requirements CCP application-new - AP0007 ✓ ● Must have submitted application ● Must have approved application ● Automatically add application for completion after enrollment Must satisfy these requirements* application requirements CCP application-new - AP0007 ✓ ● Must have submitted application ● Must have approved application for completion after enrollment

11. Located near the bottom of the page, select the appropriate costing unit. Use the small gray <a>button to add the costing unit.

Note: To remove a costing unit, click the gray 🔍 button next to the costing unit you wish to remove.

Available to b	be applied to the following costing units: *			
Center of Exc	cellence for Regenerative Health Biotechn	ology - PO0004 > UF Biotility - CU0017	A	
Clinical and T	Translational Science Institute - PO0005 >	> CTSI - CU0020		
College of Bu	usiness - PO0007 > Entrepreneurship and I	nnovation Center - CU0028	-	
4			► ©	
				J
Available to b	be applied to the following costing units: *	:		1
	cellence for Regenerative Health Biotechn			
	Translational Science Institute - PO0005			
College of BU	usiness - PO0007 > Entrepreneurship and I	nnovation Center - CUUU28	•	
_ ∢				
Default	Program Office	Costing Unit		
	Office of Professional and Workforce Development - PO0001	Professional Development - CU0001	٢	

12. Once all information is entered, click the "Save" button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.



Adding Restrictions to the Section

1. At the top left of your screen, use the dropdown menu to switch to the "Curriculum Manager".

Destiny One ⁻	System Administration	-
Fees System	Curriculum Manager	
New Tuition P	Task Manager	
Code: *	Dashboards	
Basis:	Reporting	
Academic Units	Accounting	
Effective: *	Enrollment Manager	
ODate:	Marketing	
O da	Conference Manager	

2. Use the search boxes to search for the course you wish to add a new section to and click the "Search" button.

Destiny One [®] Curriculum Manager 🔹				
Courses Calendar	Certificates Instructors Locations Associations Ar			
New Session N	o Course Selected			
Course / Section	Section No.: Custom Section No.:			
Keyword:	Search Title: Search Type: Contain			
Show advanced search options				
Search Propos	e New Course			

3. Select the hyperlinked section number.

Search	n Results		
<u>2076-U</u>	F CCP Spring	2023	
	Section -	Custom Section	<u>Term</u>
		<u>No.</u>	
	<u>001</u>	52UFCCC-Individual	
Export	options: 🗾 C	SV 🔏 Excel 💁 XML	
Print S	ection Profile	e (with Fees and Budge	et) 🗸 🛛 Print

13. Scroll down to the "Enrollment Rules" section. Use the dropdown box to select your recently created enrollment restrictions. Then use the small gray 💿 button to enrollment rules to the section.

Note: To remove a tuition profile, click the gray Dutton next to the tuition profile you wish to remove.

Enrollment Rules	
Apply these enrollment restrictions:	
	✓ ◎
Apply this enrollment maximum:	

14. Once all information is entered, click the "Save" button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.

Section Approval Status History Nothing found to display.
Save Reset
Print Section Profile (with Fees and Budget) V Print

Now students are required to have an approved application in order to register for the designated section.

Approving Applications

1. In order to approve an application, click on the document icon in the upper right-hand corner.



You will be taken to the "My Tasks" page. When an application needs to be approved, the item will be labeled as "Program or Course Application Submitted".

2. Click on the hyperlinked item name to be taken to the application submission page.

Date Sent	<u>Item</u>	<u>Details ()</u>
August 23, 2022		UF Professional Development
	Program or Course	(X000036) AP0005 Sample
	Application Submitted	Application application
		submitted.

On application page, you can view the submitted application, approve the application, deny the application, etc. Once the student's application is approved, they can now register for the course that was restricted.