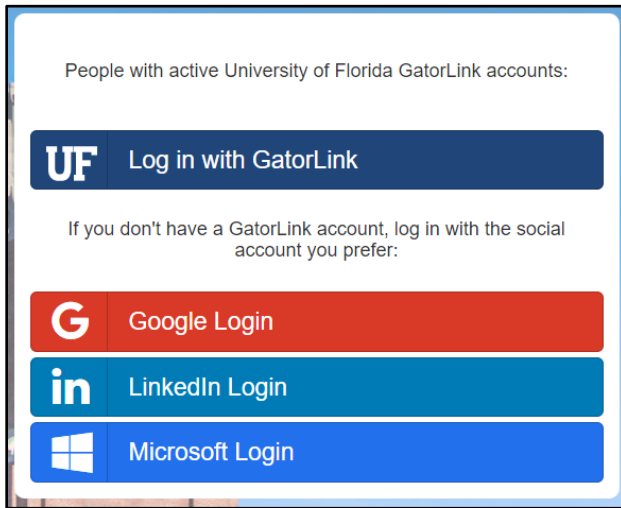**Creating the Application & Implementing Restrictions**

1. Log into Destiny One: uflsv.destinyone.moderncampus.net

2. Create an application and questionnaire.
   a. Watch this YouTube video for step by step assistance on creating an application and questionnaire:
   https://www.youtube.com/watch?v=GgLRtT-DXfI&feature=youtu.be

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".

4. Hover over the "Enrollment Rules" tab at the top.
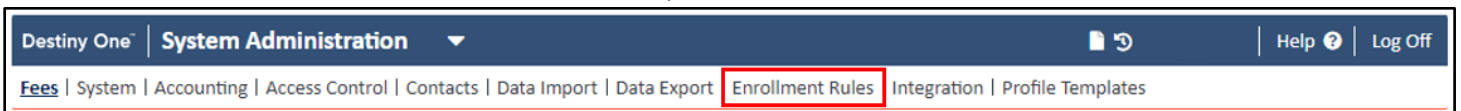
5. Click "Restrictions".
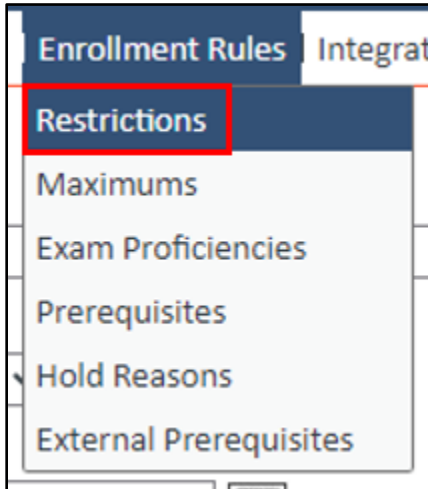
6. In the "Description" textbox, type a detailed description to help identify the restriction.
    Note: Code is marked as required but will be automatically assigned once you select the "Save" button.

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.
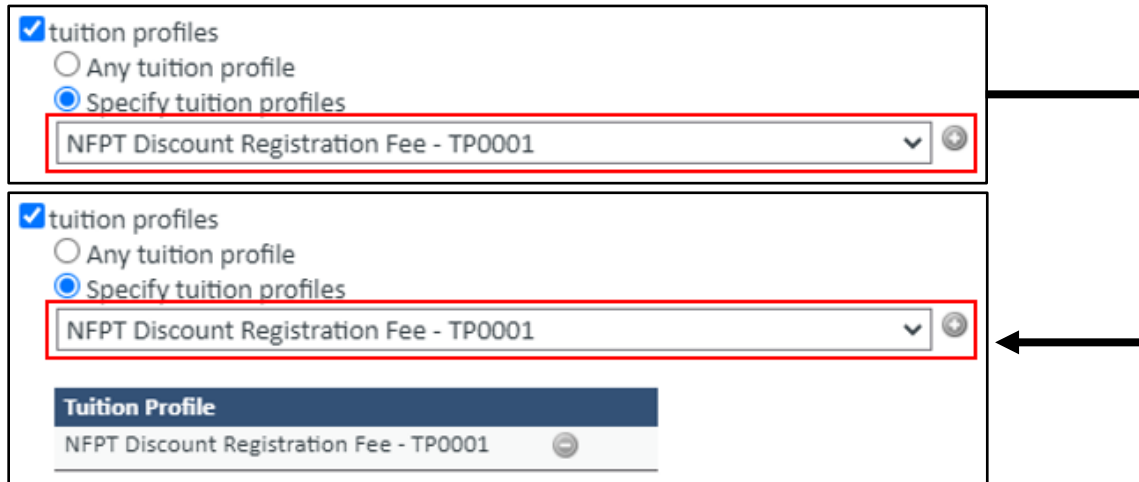
8. Use the dropdown box to select the desired tuition profile(s). Then use the small gray ⬤ button to add the tuition profile as part of the restriction.
   Note: To remove a tuition profile, click the gray ⬤ button next to the tuition profile you wish to remove.

   ☑ tuition profiles
   ○ Any tuition profile
   ● Specify tuition profiles
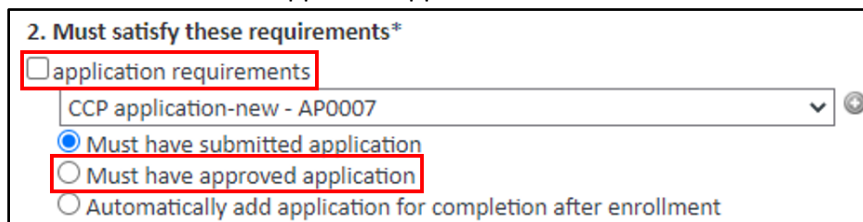   [NFPT Discount Registration Fee - TP0001 ▾] ⊘

   ☑ 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
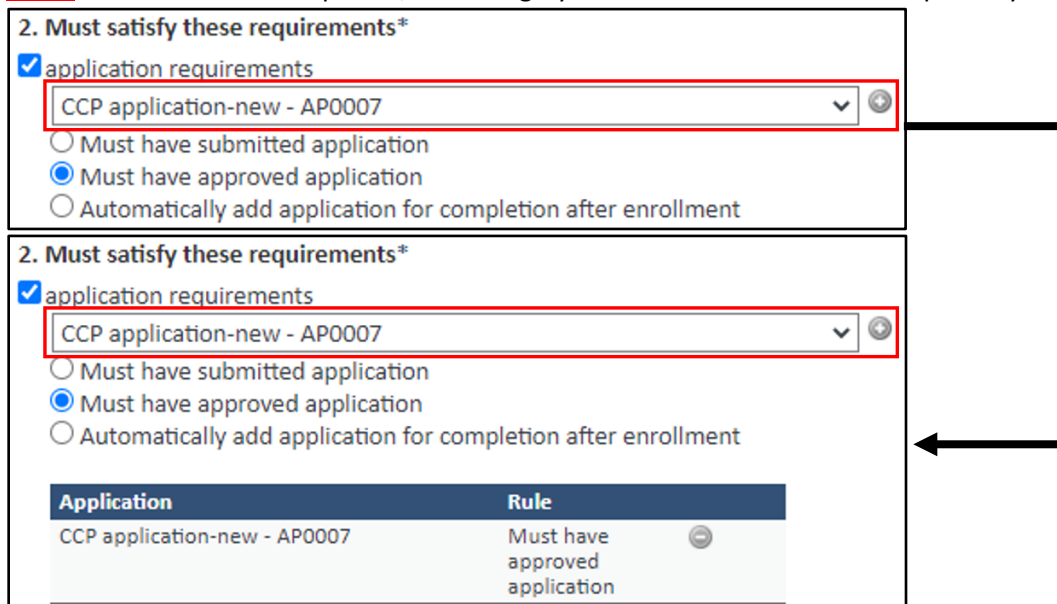   [CCP application-new - AP0007 ▾] ⊕
   ● Must have submitted application
   ○ Must have approved application
   ○ Automatically add application for completion after enrollment

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.

    2. Must satisfy these requirements*
    ☑ application requirements
    [CCP application-new - AP0007 ▾] ⊘
    ○ Must have submitted application
    ● Must have approved application
    ○ Automatically add application for completion after enrollment
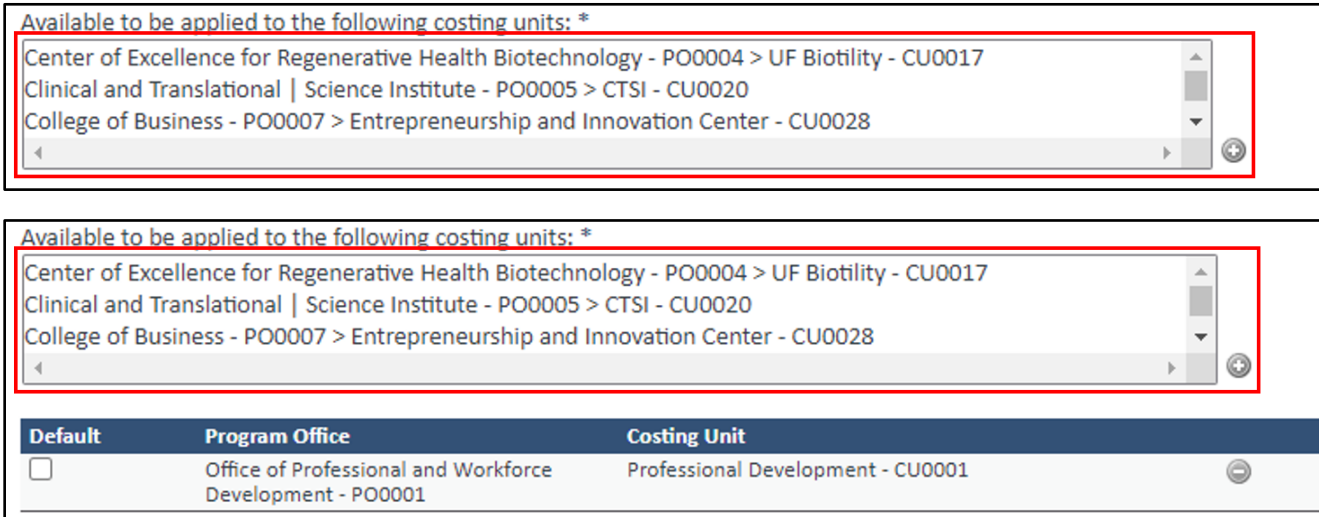
    2. Must satisfy these requirements*
    ☑ application requirements
    [CCP application-new - AP0007 ▾] ⊕
    ○ Must have submitted application
    ● Must have approved application
    ○ Automatically add application for completion after enrollment

Application	Rule	
CCP application-new - AP0007	Must have approved application	⊖

11. Located near the bottom of the page, select the appropriate costing unit. Use the small gray ⊕ 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.

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".

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

3. Select the hyperlinked section number.

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 ⊖ button next to the tuition profile you wish to remove.

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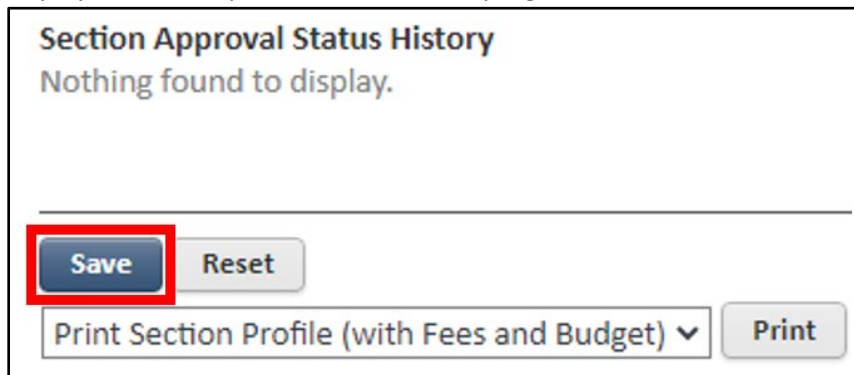
Now students are required to have an approved application in order to register for the designated section.

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

Help ❓ | Log Off

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	Item	Details ⓘ
☐ August 23, 2022	Program or Course Application Submitted	UF Professional Development (X000036) AP0005 Sample 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.