

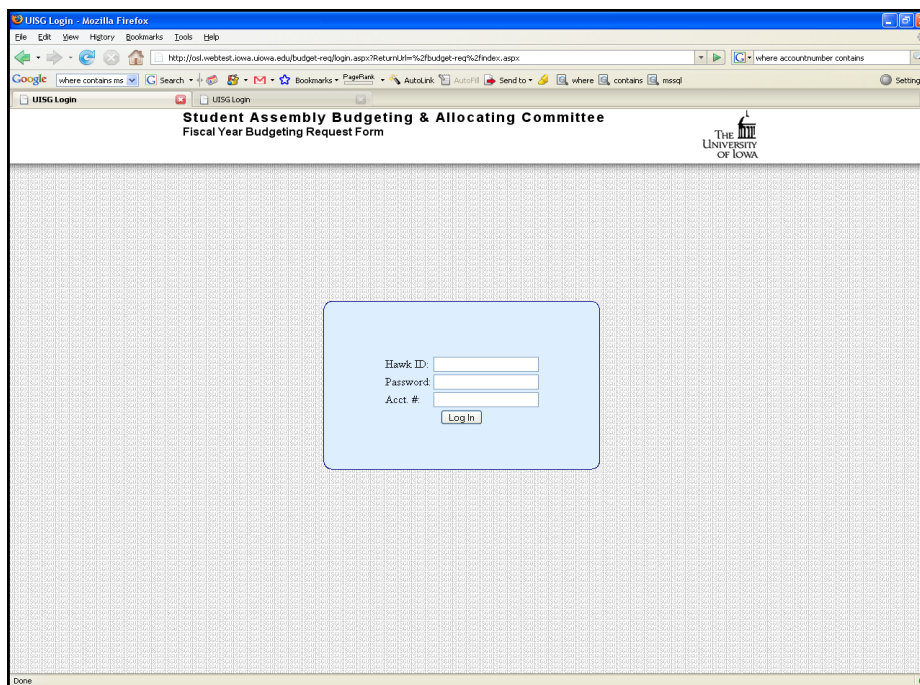
University of Iowa Student Government

Student Organization Budget Request Website Manual

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Section I – Logging In



To get to the login page, either follow the link off of the Office of Student Life's homepage, or enter directly into your browser the following URL:

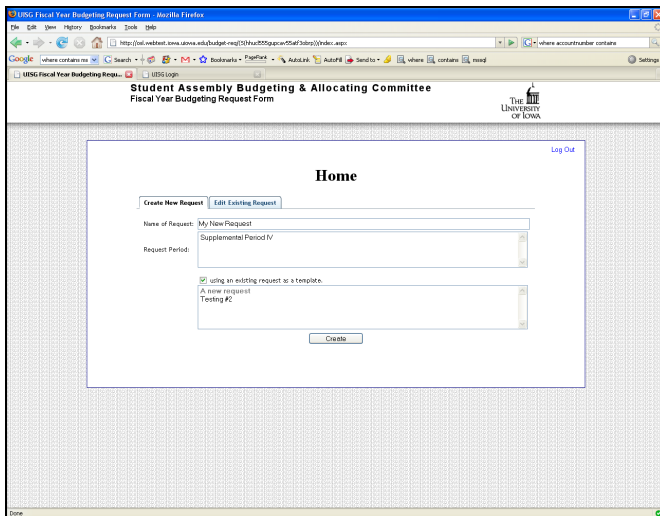
<http://osl.webtest.iowa.uiowa.edu/budget-req/>

Once there, you should see a simple login form in the center of the screen. Here, the leading members of your organization should be able to login using their Hawk ID, Password, and your organization's Account Number or PIN.

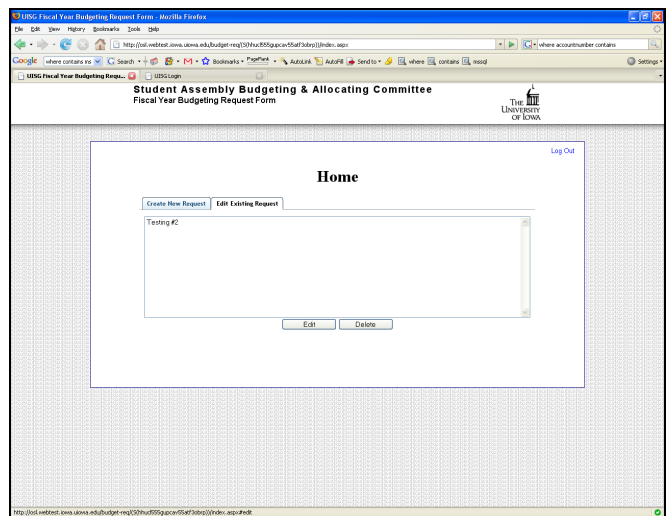
Note: If you do not know your Account Number, or are having difficulty logging in, please contact the Office of Student Life at (319) 335-3059 or osl@uiowa.edu.

Section II – Budget Request Home

After logging in, you should arrive at your organization's Budget Request Home. From here, you can either create a new request, or edit a request-in-progress (see screenshots below).

A screenshot of a web browser displaying the 'Student Assembly Budgeting & Allocating Committee Fiscal Year Budgeting Request Form'. The page has a 'Home' header and a 'Log Out' link. Below the header, there are two tabs: 'Create New Request' (which is selected) and 'Edit Existing Request'. The 'Create New Request' tab contains a form with the following fields: 'Name of Request' (with a dropdown menu showing 'My New Request'), 'Request Period' (with a dropdown menu showing 'Supplemental Period IV'), and a checkbox labeled 'using an existing request as a template.' which is checked. Below the checkbox, there is a text input field containing 'A new request' and 'Testing #2'. At the bottom of the form is a 'Create' button.

Create New Request Tab

A screenshot of the same web browser displaying the 'Student Assembly Budgeting & Allocating Committee Fiscal Year Budgeting Request Form'. The page has a 'Home' header and a 'Log Out' link. Below the header, there are two tabs: 'Create New Request' and 'Edit Existing Request' (which is selected). The 'Edit Existing Request' tab contains a form with a single text input field containing 'Testing #2'. At the bottom of the form are 'Edit' and 'Delete' buttons.

Edit Existing Request Tab

Creating a New Request

In the text input area labeled “Name of Request,” enter a descriptive name that will help to distinguish this request from all past and future requests for your group. It may be a good idea to include the month and year of the request, as well as the purpose for which the request is being created.

Next, choose the period for which the request is applicable. There should be only a few options visible to you. If you have trouble deciding which one best fits your organization's request, please contact the Office of Student Life for assistance.

If your organization has previously submitted requests which you believe will be very similar to the request you're about to create, then you can choose “use an existing request as a template.” This will copy all of the old request's data into the new one, which should help to save time and prevent errors.

When everything appears to your satisfaction, and you've double-checked that you've selected the correct period and template request, if any, then click “Create” at the bottom of the form.

Editing an Existing Request

This section is only relevant if you had previously started a request, but not yet submitted it. Requests which have already been submitted will not show up, here.

If you would like to edit a previously started request, then simply select the request to be edited, and click “Edit” at the bottom of the form. Similarly, if you've decided to abandon the request and would like to delete it, select the request, and press “Delete” at the bottom of the form.

Section III – Editing a Request

UISG Fiscal Year Budgeting Request Form - Mozilla Firefox 3 Beta 2

http://osl.webtest.iowa.uiowa.edu/budget-req/.../index.aspx

Student Assembly Budgeting & Allocating Committee
Fiscal Year Budgeting Request Form

THE UNIVERSITY OF IOWA

Home - Save & Logout

SECTION I - Org Information

* Please note that if your organization is not recognized, your request will not be considered.

Organization Name E-Mail

Three-Digit Acct. No. No. of Members

Submitted By Your Position in Org.

Campus Address Phone No.

Prev Next

Navigation Menu

I. Org Information

II. Financial Information

III. Request of Misc. or Office Items

IV. Request of Phone Services

V. Request of Internet Services

VI. Program/Event Funding Request

 1. Add Event...

VII. Conference Funding Request

 1. Add Conference...

VIII. Summary and Submittal

NOTICE: In accordance with the Partnership of Student Governments at Iowa (PSGI) Constitution and the Student Assembly Budgeting & Allocating Committee (SABAC) By-Laws submission of this form through this database will represent a legitimate request to receive funding from the Student Activity Fee. All information must be completed before final submission. Failure to disclose correct and updated information will result in your organization's loss of eligibility to apply/receive funding and/or further penalties as authorized. Please include any additional materials that may further clarify your application via e-mail to the SABAC Chair.

Done

Note: The above screen-shot is of the first form you will see after creating/loading a budget request. The editing of a request is intended to be straightforward, thus, we will only summarize the general ideas about navigation and data manipulation, and if you have more specific questions regarding policy or best practices, please contact the Office of Student Life directly.

Navigation

Navigating the budget request is simple: After following the on-screen instructions included with each form and filling out the required fields, either click Prev or Next, or the enumerated subtitles in the left-most pane, labeled “Navigation Menu.” This will automatically save your progress along the way, in case you decide to logout and finish editing the request at a later time.

When you arrive at the final screen, titled “Summary and Submittal,” you will be asked to confirm all of your information before submitting. Again, once a request is submitted, it can no longer be edited. If you need to change or cancel your request after it has already been submitted, please contact the Office of Student Life as soon as possible.

If you would like to save your changes and logout *without* submitting (in order to come back to edit the

request later), click “Save & Logout.” If you would like to return to the budget request Home section, just click “Home.” Both of these buttons are located in the top part of the left-most pane.

Events and Conferences

If your organization would like to request funding related to events or conferences, then you should add them to your request by simply clicking the blue “Add Event...” or “Add Conference...” buttons in the left-most pane. Then, you will be taken to a form which will allow you to edit the details of that event or conference. You can create as many of these as you deem reasonable. Also, once an event or conference has been created, you can navigate to it the same way you would any other portion of the request.