The purpose of this reference guide is to provide an overview of the Dependent Fee Waiver. This document is set up according to the various tasks that may be performed when using the Dependent Fee Waiver:

1. Begin at the [bgsu.edu](http://www.bgsu.edu) home page
2. Click MyBGSU
3. Enter **Username** and **Password**
4. Navigate: Employees > Fee Waiver Request > Dependent Fee Waiver

### Where do I go?

MyBGSU > Employees > Fee Waiver Request > Dependent Fee Waiver

### SECTION I: NAVIGATION

Begin the process at the [bgsu.edu](http://www.bgsu.edu) home page.

*Note: Please use Internet Explorer*

1. **Click MyBGSU**

2. **Enter USERNAME and PASSWORD**

   *Note: These will be your BGSU network credentials.*

3. **Click Login**
4. Click Employees
5. Under Fee Waiver Requests, Click Dependent Fee Waiver Request

SECTION I

DEPENDENT FEE WAIVER REQUESTS

The Dependent Fee Waiver Request page allows the employee to request a fee waiver.

Click the button to initiate the request
1. Select a **Career** (Graduate or Undergraduate). Once a Career is chosen, you will be able to select the term.

2. Select a **Term** by clicking the 🕒.

3. If the dependent’s name appears, click on the bubble beside the name to select.

4. Click on **No** that this is not a new dependent.

3. If the dependent’s name does NOT appear, Click on **Yes** that this is a new dependent.

4. Fill in the **BGSU ID**, **Name** and **Birthdate**.

5. If the dependent is your child, click on **Child**.

6. When selecting child, four questions appear. Answer these four questions.

7. Click on **Submit**

5. If the dependent is **not** your child, click on **Spouse** or one of the other options.

6. Click on **Submit**
You will receive confirmation of a successful submission.

Click the **OK** button.

- You will be returned to the Dependent Fee Waiver Request Page to add another fee waiver request or to review the details of the newly submitted request.

### SECTION III

**REVIEWING DEPENDENT FEE WAIVER REQUESTS**

You are returned to this page after submitting your Dependent fee waiver.

**Transaction Number:** This number is systematically assigned by the system and may be used for tracking purposes.

**Dependent Fee Waiver Number:** This number is assigned upon approval by the Office of Human Resources.

**Career:** Indicates the career selected on the Dependent Fee Waiver application.

**Term:** Indicates the term selected on the Dependent Fee Waiver application.

**Submitted:** This is the date the Dependent Fee Waiver was submitted.

**Status Indicator:** This indicates where the Dependent Fee Waiver is in the approval process.
SECTION IV
REVIEWING DEPENDENT FEE WAIVER REQUESTS

You may review a Dependent Fee Waiver request by logging into My.BGSU.edu.

Follow the steps in Section I to navigate to the Dependent Fee Waiver Request.

- Click on the Details button.

The Request Details page will open to show the details of the Dependent fee waiver as well as the workflow. In this example the supervisor must approve before it will be submitted to the Office of Human Resources.

Note: the Dependent fee waiver will not be submitted to Student Financial Aid, Bursar or Student Financials until it has been approved by the Office of Human Resources.

Click on the Return to Previous Page link to return to the Dependent Fee Waiver Requests page.
This frame demonstrates a Dependent Fee Waiver that has been approved by the supervisor.

The Dependent Fee Waiver is still “In Approval Process” because it is now awaiting the approval of the Office of Human Resources.

The workflow status for the supervisor is now green and says approved.

Note: the Dependent Fee Waiver will not be submitted to Student Financial Aid, Bursar or Student Financials until it has been approved by the Office of Human Resources.

Click on the Return to Previous Page link to return to the Dependent Fee Waiver Requests page.
This frame demonstrates a Dependent Fee Waiver that has been approved by the Office of Human Resources.

The Dependent Fee Waiver Number has been assigned.

The Status Indicator has been updated to Success.

The workflow box for the Office of Human Resources is now green and says approved.

**Note:** the Dependent Fee Waiver has now been submitted to Student Financial Aid, Bursar & Student Financials.

Click on the Return to Previous Page link to return to the Dependent Fee Waiver Requests page.