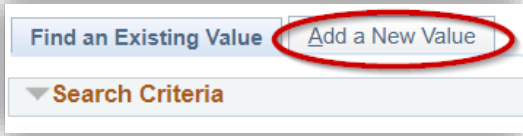
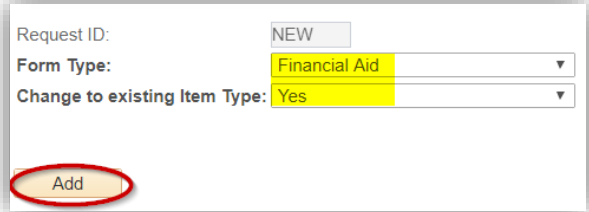
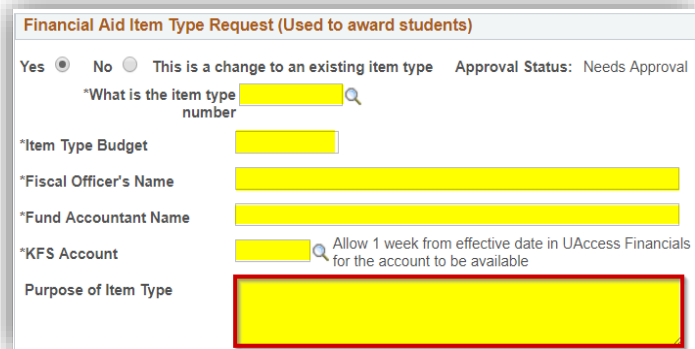
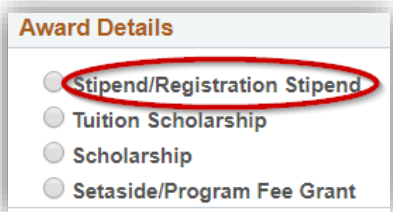





Step	Action
1.	To begin, log into UAccess Student as Administrative Staff (https://uaccess.arizona.edu/)
2.	Use the Navigator in the top right corner to navigate to Student Financials > Tuition and Fees > UA University Fees > UA Item Type Request Form
3.	Choose Add a New Value 
4.	Select Financial Aid 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 For the Purpose of Item Type field, enter: <i>requesting additional insurance item type</i> 
6.	Under Award Details , select Stipend/Registration Stipend 
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](#)