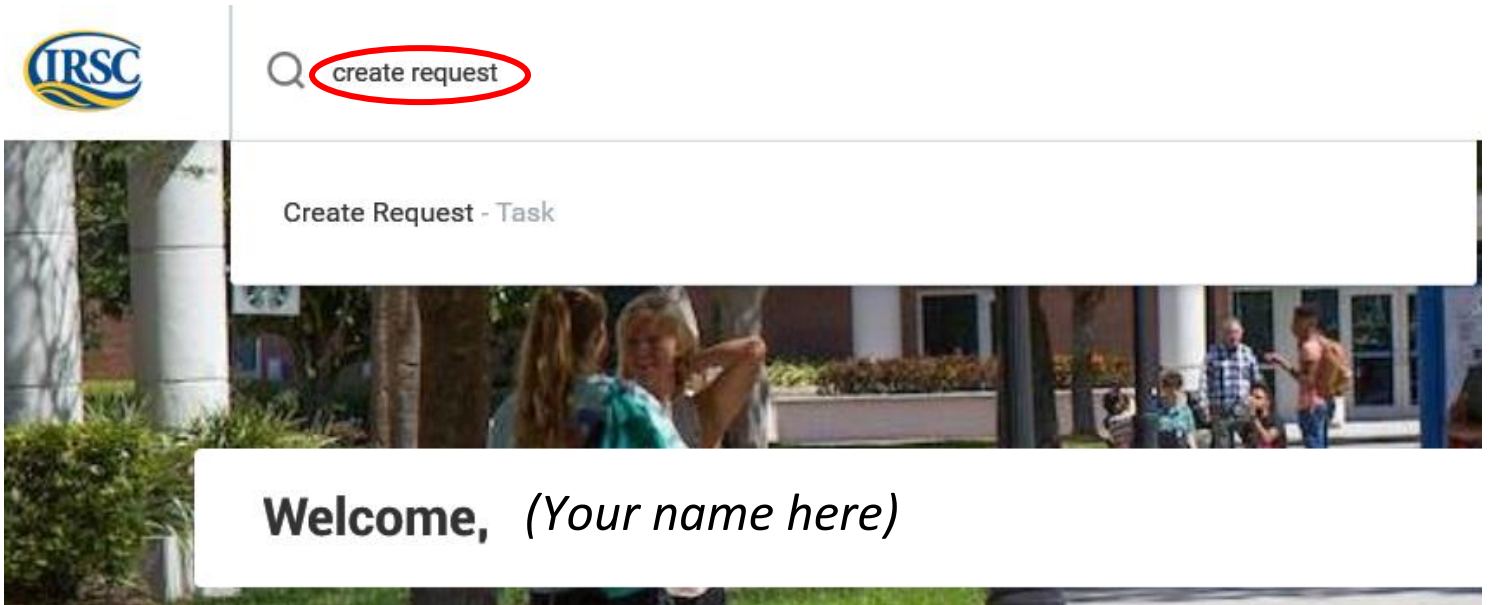


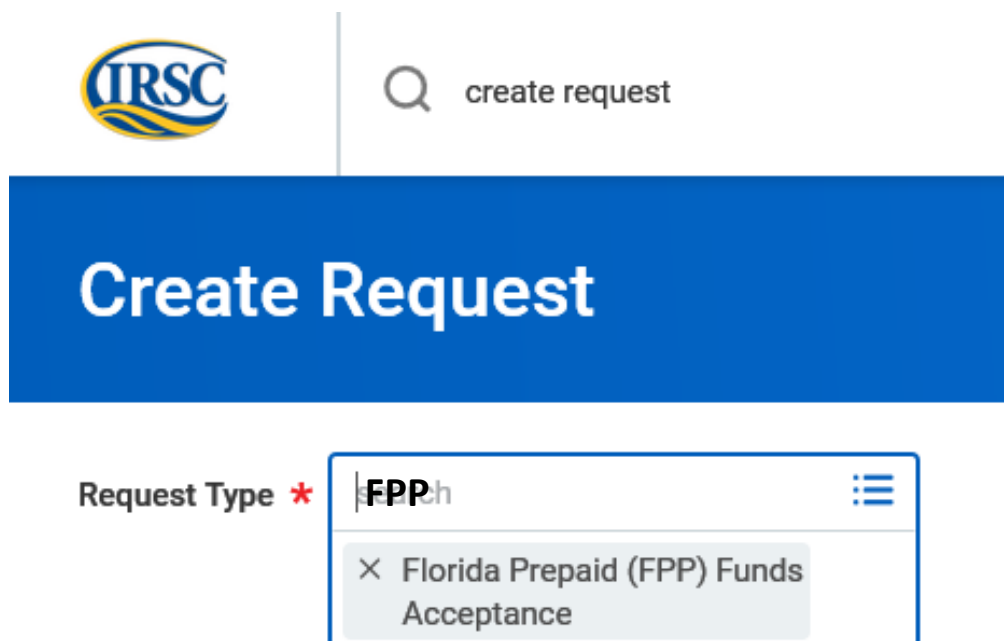
STEP-BY-STEP GUIDE

HOW TO APPLY YOUR FLORIDA PREPAID IN MYPIONEERPORTAL / WORKDAY

1. Type “Create Request” in the Search Bar with the magnifying glass on your student dashboard.
2. Click **Create Request** in the Search Results drop down menu.



3. In the Request Type Box type FPP or Florida Prepaid and click OK once **Florida Prepaid (FPP) Funds Acceptance** has been entered.



4. In the **Describe the Request** box type the academic period (i.e. Spring 2020)



create request

← Florida Prepaid (FPP) Funds Acceptance

Request to accept and use FPP funds for the term.

Describe the Request *

Spring 2020

5. Select the appropriate term (Fall, Spring, Summer)

This questionnaire prompts for Yes/No for an Academic Period (fall, spring, summer). A request is required for each Academic Period Florida Prepaid will be used to pay tuition.

For which term do you want to use your FPP credits for? (Required)

- Fall
- Spring
- Summer
- None of the above

6. Select **Yes** to accept use of FPP for the term selected.

- Yes
- No
- None of the above

Submit

Save for Later

Cancel

7. Press **Submit** to submit the request to apply your Florida Prepaid.

Done

8. Click **Done** at the bottom of the page.

Within 24 hours the amount provided to apply toward your tuition will be available. To pay any balance that may be due, click on **Make a Payment** in your Finances Worklet.