Step 1: Select the Properties Tab under the Class

Step 2: Edit the Class Name to include the following wording – (Click to Access Noncredit Fee Waiver)

Step 3: Select Revenue FOAP from drop down list – For Example: Campus Recreation is “LMS-URC”

Step 4: Enter the registration and payment information for the online payment process in the Catalog Notes section and edit the MyBenefit Code Link to reflect the correct Class Code Number for the payment and registration. We used Campus Recreation for our Example – please edit only the Cost and Cancellation Policy Information to fit the cost of your class and your department’s cancellation policy:
Step 4a. Catalog Notes: *(just copy and paste into the box)*

*Cost: $40.00 for the five week session for FRC members.* Employees may use their Noncredit Fee Waiver Benefit to assist with payment of the class. Please review instructions on how to use the new online process before selecting the Add to Cart Button and completing your registration. You can access these instructions online at this location.

*MyBenefit Code Link:* Click here to retrieve MyBenefit Code for this Class to use your Noncredit Fee Waiver.

*Payment Information:* Employees must supply their “MyBenefit Code” provided for this specific class during the checkout process in order to utilize the Noncredit Fee Waiver Benefit. The class is paid in full at the time of checkout through the new online payment registration process. This process allows the employee to apply their Noncredit Fee Waiver Benefit (if available) to the cost. If the cost of the class is greater than the remaining Noncredit Fee Waiver balance, the additional or entire amount will be deferred to the employee’s University account for payment.

If you would like to pay for the total amount of the course with a personal credit card instead of using your Noncredit Fee Waiver or deferment, do not request a MyBenefit Code during the checkout process.

*Note:* Paper Noncredit Fee Waiver Forms are no longer available.

*Cancellation Policy:* The class payment must be received in full by Campus Recreation prior to the registration deadline to secure registration. Campus Recreation does not give refunds after the registration deadline has passed for the class. Please contact Campus Recreation for any refunds or payment questions.

*Additional information:* Refer to paragraph 7.4.2 in the Employee handbook for information on the on the Noncredit Fee Waiver Benefit and this website for information on “How to apply “MyBenefit Code” for payment with your Noncredit Fee Waiver”.

Step 4b: Edit the MyBenefit Code Link to reflect the specific class code number: https://mis.missouristate.edu/FeeWaiver/discount/course/220.2003

*Note:* 220.2003 is the class number portion of the link that will need to be changed each time based on the new class code number. This address connects the end user to the MyBenefit site to retrieve their code for completing the check out and registration process.
Step 5: Select the Registration Tab under the Class

Step 6: To setup online payments you will need to also complete the Pricing Section in addition to the Registration Section. Please follow the four step process in this section to set up Pricing:

Step 6a: Enter the price of the class in dollars and cents

Step 6b: Do not change Retake Discount – the field should be “0”.

Step 6c: Check the “Secure Payment” box.

Step 6d: Click the “Save Button to complete setup.

Step 7: Proceed to completing Class Set steps up as you would usually for release for registration and publication to Course Catalog.