

## Accessing the Electronic Sub P/G Form in FINPROD

Here is how you can access the new, electronic Request for Sponsored Sub PGs form.

## **Quick Steps**

Adding the **Request for Sponsored Sub P/Gs** tile to Homepage.

- 1. Go to Wolverine Access: wolverineaccess.umich.edu.
- 2. Choose the three dots to Personalize Homepage.
- 3. Then search for and add the **Request Sponsored Sub PGs** tile to your home page for easier access in the future.





## **Detailed Steps**

Locating the Request for Sponsored Sub P/Gs Section

- 1. You can start at **Wolverine Access** <u>https://wolverineaccess.umich.edu</u>.
- 2. Search for FINPROD, Financials, or MPathways, which will locate the FIN Financials & Physical Resources System MPathways button/tile.
- 3. Click the tile and arrive at FINPROD main page. Once there, click on the circular compass button in the upper right corner of the window.
- 4. This expands the right menu of the Navigator. **Click on the Navigator** icon.







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6. Arrive at the page. Choose **Add a New Value** tab.

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Search/Fill a Form							
Enter any information you have and o	click Search. Leave fields bla	ank for a list of all values.					
Find an Existing Value	dd a New Value						

7. Arrive at the **Request for Sponsored Sub PGs** page. Complete the form. Read instructions. Add Attachments

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Enterprise Components