

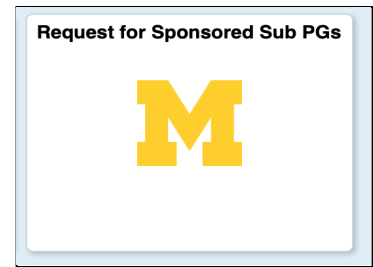
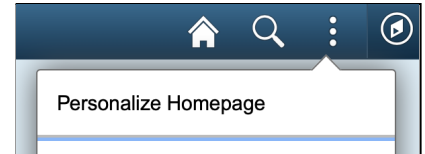
## Accessing the Electronic Sub P/G Form in FINPROD

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.

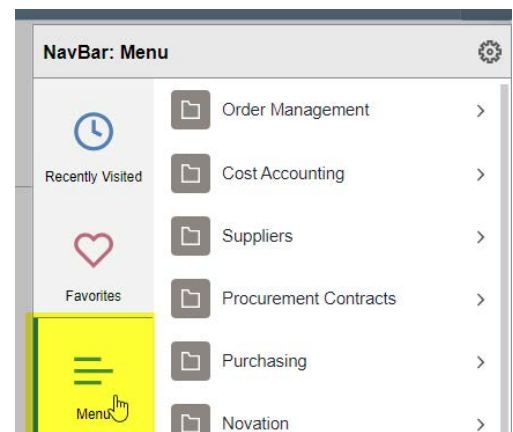
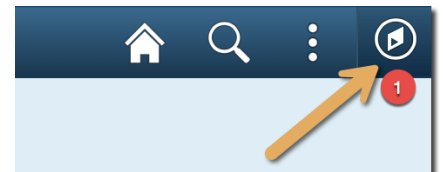
1. Go to **Wolverine Access:** [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu).
2. Go to Financials and Physical Resource System (FINPROD).
3. Then search for "Request for Sponsored Sub PGs" and add the tile to your home page for easier access in the future. Log in to Financials and Physical Resource System (FINPROD).
4. Choose the three dots to **Personalize Homepage**. Then click Add Tile Button
5. Then search for and add the **Request for Sponsored Sub PGs** tile to to your home page for easier access in the future.



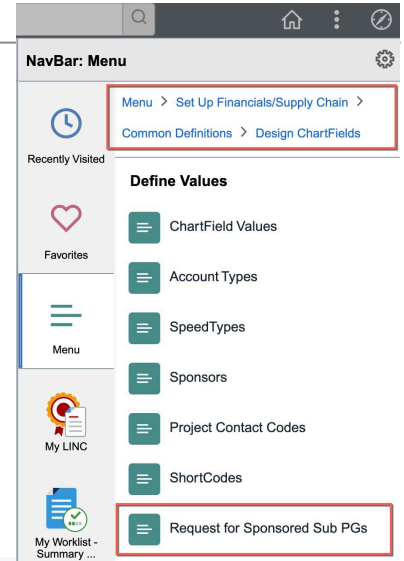
### Detailed Steps

Locating the **Request for Sponsored Sub P/Gs** Section

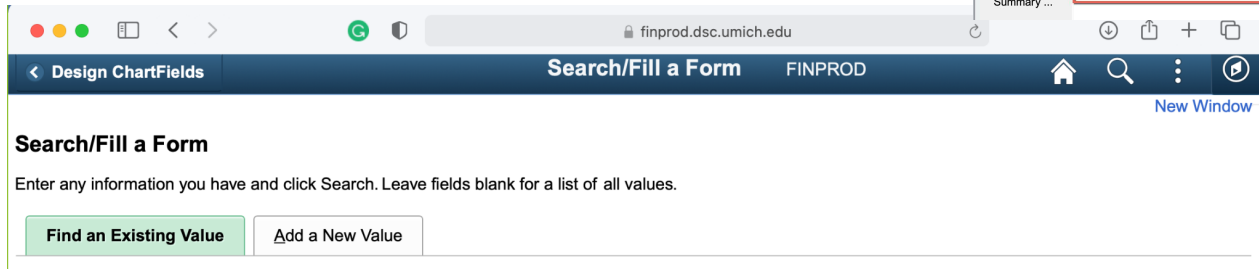
1. Go to **Wolverine Access:** [wolverineaccess.umich.edu](http://wolverineaccess.umich.edu).
2. Locate the **FIN - Financials & Physical Resources System - MPathways** button/tile. (Searching for FINPROD, Financials, or MPathways, which get you there.)
3. Or go directly to: [wolverineaccess.umich.edu/task/all/mpathways-fprs](http://wolverineaccess.umich.edu/task/all/mpathways-fprs).
4. Arrive at FINPROD main page. Once there, click on the circular compass button in the upper right corner of the window. This expands the NavBar. Click on the Menu.



- From the Menu Choose:
  - Set Up Financials/Supply Chain
  - Common Definitions
  - Design ChartFields
  - Define Values
  - Request for Sponsored Sub PG



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



- Arrive at the **Request for Sponsored Sub PGs** page. Complete the form. Read instructions.