EdAssist System Tutorial
Tuition Reimbursement Program
Connecting to EdAssist


- If you are unable to access the site, please call 855-853-5034.

- General questions can be submitted through the “Contact Us” page on EdAssist.

- **First time users:**
  - Click “Login Help” to enter your email address.
  - A temporary password will be emailed to you. You will be asked to reset your password when you log in.
After accessing the site, you will land on **My Learning Center**.

You are greeted with the **Message Board**, sharing important information from EdAssist and BSWH.

From here you can also:
- Add a new application
- Access the program policy, FAQs, and tutorials
- Explore resources such as the education network
- Navigate to other pages
New Application

- **Applications** are what you create to participate in the tuition reimbursement program. You will enter your school, degree type, and field of study. A new, separate application must be created for each subsequent term.

- Applications must be entered no later than 30 days after course start date.

- To add a new application, go to the **My Activity** column and select **Add Application**.
The Streamlined 4-Step Process

Step 1: Add Program Information

- Select the appropriate program:
  - BSWH Non-Nursing Degree Program
  - BSWH Nursing Degree Program
  - BSWH GED Program

- Review Contact Information for accuracy.

- Select a school in the Education Information section. For subsequent applications, the school you choose will be the default.
The Streamlined 4-Step Process

Step 2: Add Course Information

- Fill in your session information, including your program, field of study, and course start and end dates.
  - Do not enter the dates for your full degree program!
- Your courses must be entered no sooner than 90 days before the course start date and no later than 30 days after the course start date.
- Only courses with the same start and end dates should be included on the same application.
The Streamlined 4-Step Process

Step 2: Add Courses and Expenses

- Select **Add Course** to enter specific courses and exams. You may enter more than one course per application. Enter the cost of your course, credit hours and delivery method.

- Please read the **Tax Information** carefully.

- Select **Add Expense** to enter fees and expenses that are covered by the BSWH tuition reimbursement policy.
  - Examples of covered fees include registration fee, technology fee, and graduation fee.
Step 3: Financial Aid and Agreements

- Enter any grants or scholarships that you are receiving.
  - It’s ok if you don’t have this information when submitting your application. You can estimate, or select “None.” All financial aid will be accounted for at the time of reimbursement processing.

- Read and agree with all agreements provided by BSWH and EdAssist.

- Agreements along with your Electronic Signature are needed to continue with the application.
Step 4: Review and Submit

- This page **summarizes** the information you have entered including institution, degree, courses, grants, tuition, etc.

- If you need to make any **corrections** please do so at this time by using the **Edit** function.

- Once you are satisfied with all the information, please **submit** for review.

- If further information is needed, you will be **contacted via email**.
Tracking Your Application Status

You will receive email notifications informing you of your application status.

Example emails:
- Application has been submitted
- Application is incomplete
- Application has been approved
- Supporting documentation has been uploaded and received
- Application is being processed for payment

You should also monitor your application online through the My Dashboard links.
Application Comments

- You have the option to add comments to your applications.
- Comments will be visible to you and the EdAssist support team; you may use them to ask EdAssist questions about a specific application.
- The EdAssist support team may also add comments to communicate with you.
Advising Appointments

Sign Up for Advising

- You can sign up online for an academic advising session.
- Select My Advising from the navigation menu.
- You can view your appointment history or sign up for a new appointment by clicking Schedule an Appointment.
Submitting Your Documentation

- You must upload documents directly to an existing application.
- Click on the Application Number on your Task List or on your Dashboard page.
- The Application Summary page will appear. On the right hand side menu, select Submit Documents.
- Grade and receipt documents are due 90 days from the end of your course.
Submitting Your Documentation

- From the **drop down menu**, select the type of document you are submitting.
- Click the **Choose File** button to locate the document on your computer.
- If the document is for grades, the **Input Grades for Courses** page will appear.
- Indicate the grades you received, making sure they match the grades on the document you are uploading.
- Documents that are successfully uploaded are viewable on the **Supporting Documentation** section of the **Summary Page**.
Submitting Your Documentation

- EdAssist will process your reimbursement application **within 5 days** of receipt of the proper documentation.
- You will be sent an **email notification** that your application has been processed for payment.
- You should expect to receive tuition reimbursement in your paycheck from BSWH. Reimbursement should be received within 1-2 pay cycles after the application has been approved for payment.
Submitting Your Documentation

All receipts should contain:

- School letterhead / information
- Student name
- Course names or term (information that shows when/what the charges are)
- Tuition amounts
- Itemized list of specific fees charged
- Proof of payment
- Financial aid must be listed by type and amount if applicable

All grade reports should contain:

- School letterhead / information
- Student name
- Course name
- Grade received
Many of your questions can be answered by visiting the My Learning Center page on the EdAssist website, where you can access the program policy and FAQs.

If you need further assistance, either:

1. Submit a help ticket under “Contact Us” in EdAssist
2. Call toll free at 855-853-5034