


JOB AID for Employee ROLE – Tuition Reimbursement System for Classified Employees (Post-Course)

Welcome to the Online Tuition Reimbursement System.

This should be completed after the completion of the course/ training.



Los Angeles Unified School District
Tuition Reimbursement System

You are currently not logged in
[Login](#)

Login to LAUSD Tuition Reimbursement System

Username:	*Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net) *Do not add domain name (@lausd.k12.ca.us @lausd.net)
Password:	<input style="width: 90%;" type="password"/> <input style="width: 5%; text-align: center;" type="button" value="Log In"/>

Session times out after 30 minutes.

Note: Your Single Sign-On username and password are the same as your email username and password

Having login or account creation problems?
Please call the ITD Service Desk at (213) 241-LA00 (5200) for assistance


<https://tuitionrequest.lausd.net/login.aspx>

*Please use Google Chrome or FireFox browser.

Log in using your Single Sign-on username and password.

Do not add the domain name. (e.g. mary.smith@lausd.net)

Upload Post-Course Documents



Los Angeles Unified School District
Tuition Reimbursement System

Logged in as: [redacted]
Last Successful Login: 7/27/2016 9:18:47 AM
[Logout](#)

Applicant Information

Bargaining unit code: DD (BARGAINING UNIT D)	WORKFORCE MGMT CLSFD TRAINING	Personal Area: 1DXX - (DD-OFFICE, TECHNICAL & BUS SVCS)
You current role(s): Applicant	Maximum per fiscal year: \$700.00	Location Code: 1060001

[Create New Tuition Reimbursement Request](#)

Your Summary:

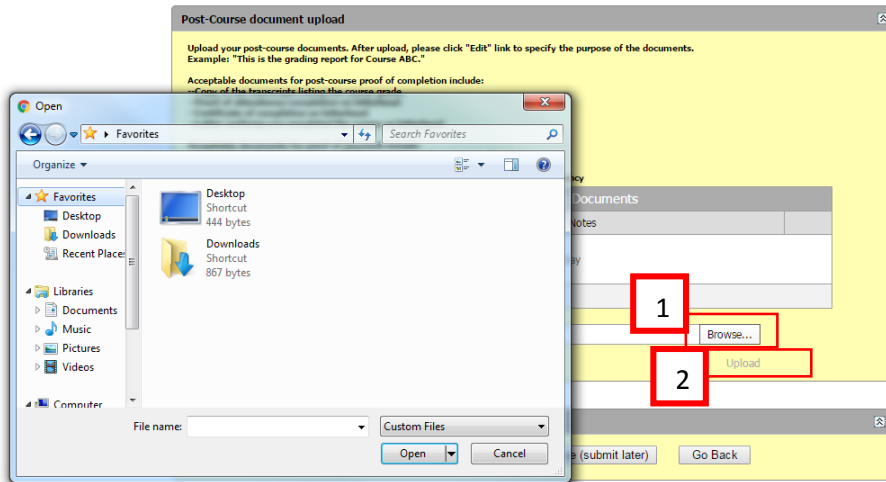
School Year	Max Amount	Paid Claims	Available Amount
2015-2016	\$700.00	\$0.00	\$700.00
2016-2017	\$700.00	\$0.00	\$700.00
2017-2018	\$700.00	\$0.00	\$700.00

Your application history:

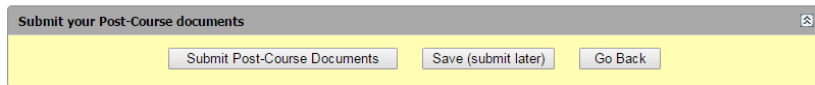
Request ID	Employee Name	Request Status	Last Modified Date	Last Modified By
[redacted]	[redacted]	Pre-course request is APPROVED. After course conclusion, submit grades (or proof of completion) AND proof of payment.	7/27/2016 9:18:09 AM	[redacted]

After the completion of the course/training, submit Post-Course Documents by clicking on the Request ID for that specific course in the section entitled “**Your Application History.**”

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1. To upload Post-Course documents, click “**Browse**” to find document(s) from your computer.
2. Once you find the document you would like to attach, click “**Upload.**”



Submit documents by clicking “**Submit-Post-Course Documents**” at the bottom of the page.

You also have the option to “**Save (submit later)**” or “**Go Back**” at the bottom of the page.