

# JOB AID for Employee ROLE – Tuition Reimbursement System for Classified Employees

Welcome to the online Tuition Reimbursement System. You may log in to the system to request tuition reimbursement and to upload supporting documents.

	<p><a href="https://tuitionrequest.lausd.net/login.aspx">https://tuitionrequest.lausd.net/login.aspx</a>          *Please use Google Chrome or FireFox browser.</p> <p>Log in using your Single Sign-on username and password.</p> <p>Do not add the domain name. (e.g. mary.smith@lausd.net).</p>
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## Creating New Tuition Reimbursement Request

	<p>Select <b>“Create New Tuition Reimbursement Request”</b> to start a new request for Tuition Reimbursement Pre-Approval.</p>
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Applicant Information

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

New application. \* Required fields.

Your personal information

Work phone\*:  Alternate Phone:   
Assigned Work Schedule\*:   
(For example: Monday-Friday 8:00am-5:00pm)  
You need to attach below your signed/approved vacation form if you are going to take the course during your assigned duty hours.

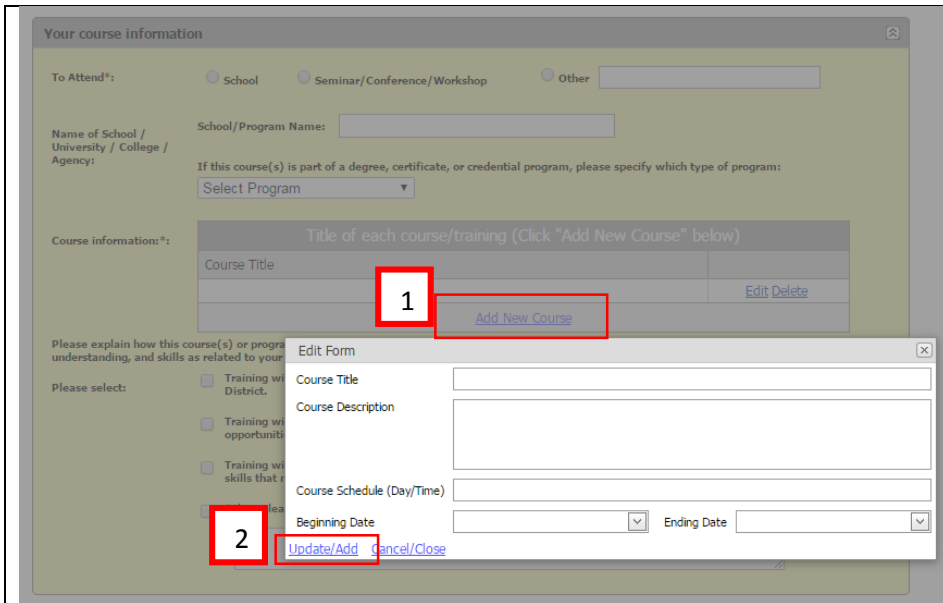
Your course information

To Attend\*:  School  Seminar/Conference/Workshop  Other   
Name of School / University / College / Agency: School/Program Name:   
If this course(s) is part of a degree, certificate, or credential program, please specify which type of program:  
Select Program

Course information\*:

Title of each course/training (Click "Add New Course" below)	
Course Title	
No data to display	

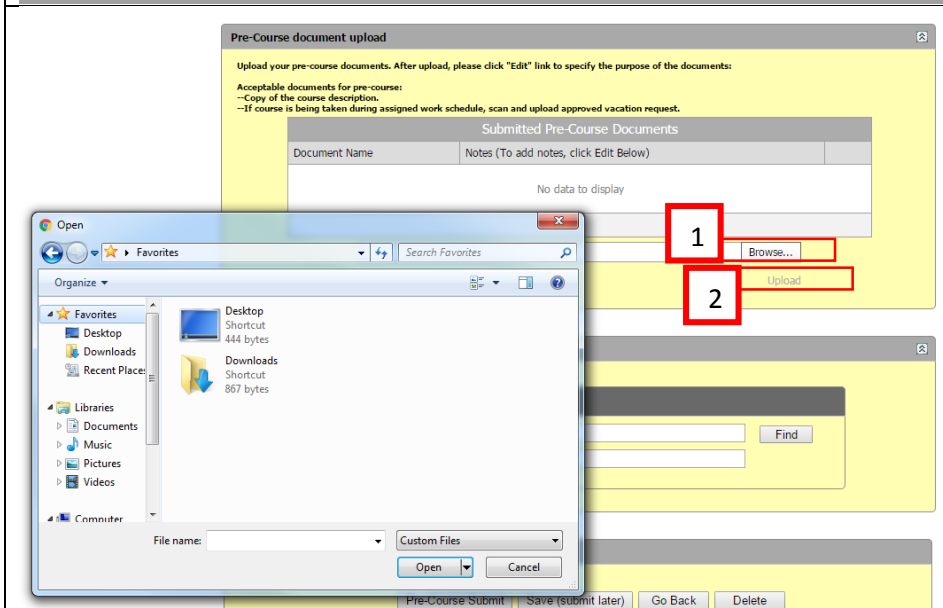
Complete all fields with (\*) for Tuition Reimbursement Pre-Approval request.



1. Click “Add New Course” to add course information.

2. A window will pop-up entitled **Edit Form**. After filling in the course details, click “Update/Add” to add course.

\*To add additional courses, repeat Steps 1-2.



1. To upload Pre-Course documents, click “Browse” to find document(s) from your computer.

2. Once you find the document you would like to attach, click “Upload.”

a

Division Head/Administrator's Information

Division Head/Administrator's Name (Last, First)  Find

Division Head/Administrator's Email

b

4

1

2

3

Find Employee - Google Chrome

besintr2ta.lausd.net/Tuition/ResourceFind.aspx?controlID= <%25%3d+txtbo:

Resource Search Screen

First Name:

Last Name:

Search Clear Cancel

First Name	Last Name	Loginname	Title
...	...	...	...

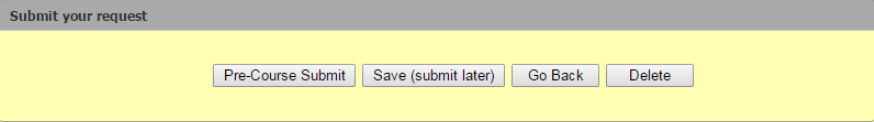
There are two ways to enter your Division Head/Administrator's Information. Proceed with (a) if you already know your Division Head/Administrator's Information or (b) if you do not know your Division Head/Administrator's Information.

**a. If you already know your Division Head/Administrator's Information.**

Manually enter your Division Head/Administrator's Name (Last, First) and Email under the section **Your Division Head/Administrator's Information.**

**b. If you do not know your Division Head/Administrator's Information.**

1. Click "**Find**" under the section, **Your Division Head/Administrator's Information.**
2. A window will pop-up entitled **Find Employee.** Enter your Division Head/Administrator's **First** and **Last Name** and click "**Search.**" All search results will appear on the bottom.
3. Select your Division Head/Administrator by clicking on their name.
4. Once you click on your Division Head/Administrator's name, it will populate on the application page in the section **Division Head/Administrator's Information.**

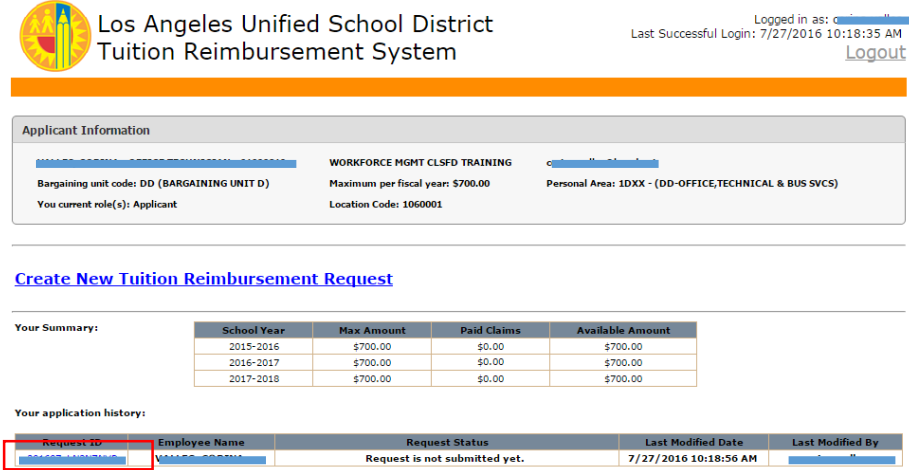


Once you complete the Tuition Reimbursement Pre-Approval request, click **“Pre-Course Submit”** at the bottom of the page.

If you need more time to complete the Tuition Reimbursement Pre-Approval request, click **“Save (submit later)”** to complete at a later time.

You also have the option to **“Go Back”** or **“Delete”** your request at the bottom of the page.

Continuing Existing (Saved) Tuition Reimbursement Request



**Los Angeles Unified School District**  
Tuition Reimbursement System

Logged in as: [redacted]  
Last Successful Login: 7/27/2016 10:18:35 AM  
[Logout](#)

**Applicant Information**

WORKFORCE MGMT CLSFD TRAINING

Bargaining unit code: DD (BARGAINING UNIT D)    Maximum per fiscal year: \$700.00    Personal Area: 1DXX - (DD-OFFICE,TECHNICAL & BUS SVCS)  
You current role(s): Applicant    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]	Request is not submitted yet.	7/27/2016 10:18:56 AM	[redacted]

**For Saved Applications:**

To continue working on an existing request, click on the Request ID for that specific request under **“Your Application History.”**

Check Status



Logged in as: [redacted]  
 Last Successful Login: 7/27/2016 8:48:31 AM  
[Logout](#)

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**Applicant Information**

WORKFORCE MGMT CLSFD TRAINING

Bargaining unit code: DD (BARGAINING UNIT D)    Maximum per fiscal year: \$700.00    Personal Area: 1DXX - (DD-OFFICE,TECHNICAL & BUS SVCS)  
 You current role(s): Applicant    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]	Request submitted to division head/administrator for pre-approval.	7/27/2016 8:53:47 AM	[redacted]

**To Check Application Status:**  
 Check the status of your request on the main page at any time under “Your Application History” and “Request Status.”

Correction(s) and Re-submit



Logged in as: [redacted]  
 Last Successful Login: 7/27/2016 3:38:25 PM  
[Logout](#)

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**Applicant Information**

WORKFORCE MGMT CLSFD TRAINING

Bargaining unit code: DD (BARGAINING UNIT D)    Maximum per fiscal year: \$700.00    Personal Area: 1DXX - (DD-OFFICE,TECHNICAL & BUS SVCS)  
 You current role(s): Applicant    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	\$115.00	\$585.00
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]	Request returned by division head/administrator. Please make the correction(s) and re-submit.	7/27/2016 3:40:34 PM	[redacted]
[redacted]	[redacted]	Reimbursement PROCESSED. Payment is typically issued in 1-2 pay periods (months).	7/27/2016 9:53:31 AM	[redacted]

**To Make Corrections:**  
 To make correction(s) and re-submit, click on the Request ID for that specific request.