

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.

<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)

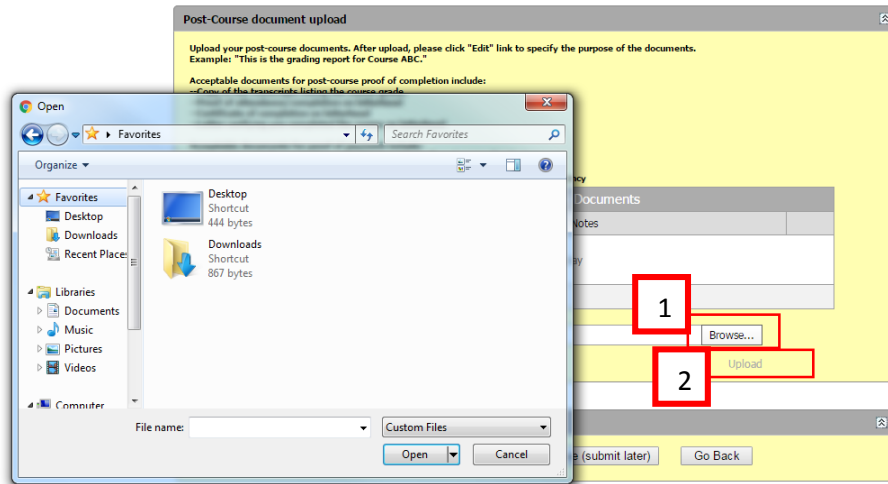
Upload Post-Course Documents

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

Request ID	Employee Name	Request Status	Last Modified Date	Last Modified By
7		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	

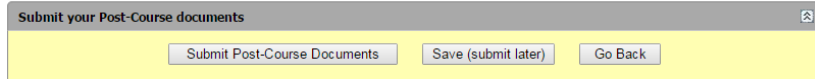
After the completion of the course/training, submit Post-Course Documents by clicking on the Request ID for that specific course in the section entitled **“Your Application History.”**

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



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.