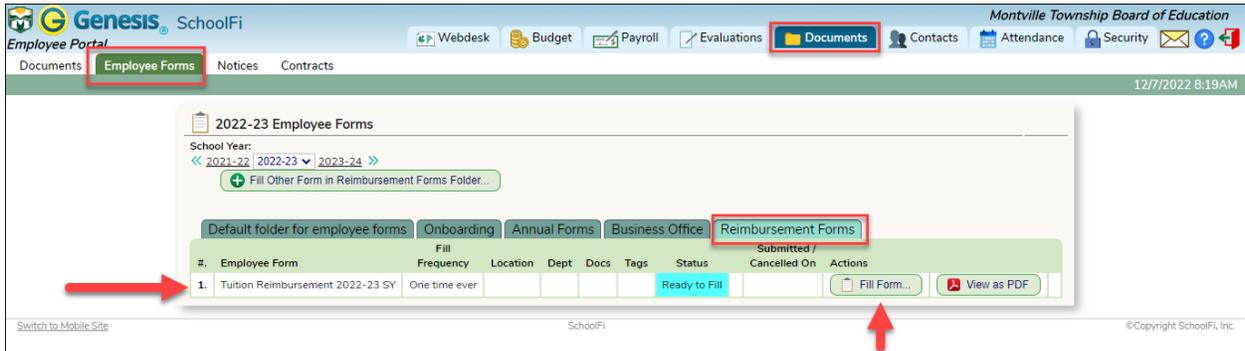


# Employee Tuition Reimbursement Form Instructions

1. From your launch pad, click on Employee Portal
2. Documents ⇒ Employee Forms ⇒ Reimbursement Forms ⇒ Tuition Reimbursement 2022-23 SY. You can complete the form multiple times. If the form does not say Ready to Fill, just click on +Fill Other Form in Reimbursement Forms Folder.
3. Click on Fill Form...



4. Only the first course is required, but you can add up to three. Make sure you include all information on all courses.
5. **Hit Save** - You must save the information before uploading your supporting documents.
6. Attached your supporting documents.
7. Sign and Submit your form

