Using the Online Educational Assistance Application

The Educational Assistance program is part of the benefit package provided by Michigan State University to regular support staff. It provides financial assistance for the professional development of employees in their current jobs and in the enhancement of competencies for career development and promotability at MSU.

You will access this system using the HR/Payroll (EBS) Portal. The link is located on your Employee Self Service (ESS) tab if your employee group is eligible for the benefit. ([Eligibility information by employee group](#))

The Employee Educational Assistance Application provides eligible employees immediate access to their pending applications, balances and more.

### THE MENU

<table>
<thead>
<tr>
<th>APPLY</th>
<th>SEARCH</th>
<th>CHECK STATUS</th>
<th>MY ACCOUNT</th>
<th>HELP</th>
<th>LOGOUT</th>
</tr>
</thead>
</table>

**Apply** – These are the forms that employees complete to request benefit for credit courses, non-credit courses and multiple enrollment (for department use).

**Search** – Employees can search for all applications they have filed, or by course title, year or status.

**Check Status** – shows status of all pending applications. Here you can see if an application is waiting for your supervisor’s approval, already in HR or approved by both.

**My Account** –

- **EdAssist Balance** - Shows current academic year Educational Assistance benefit balance for both credit and non-credit courses. **Credits encumbered** refers to applications filed but not yet completed.

- **EdAssist Benefit** – Shows summary of the benefit for your specific employee benefit based on collective bargaining agreements.

**Help** – More information about EdAssist
The Credit Course application form will be used for classes taken at approved institutions (which may vary depending on your employee group). Up to 14 semester credits (16 semester credits for FOP and AP Confidential) or 20 term credits per academic year waived or reimbursed through the program. Part-time employees are covered on a proportional basis of employment.

Example: A 50% time employee is eligible for up to 7 semester credits in an academic year.

If courses are taken from both semester and term institutions, term credits will be converted to semester credits to determine the maximum number of credits allowed. A semester credit is 1.5 times a term credit.

The online form is very similar to the paper form used in the past. There is built in validation to ensure prompt processing of your request. All requests are routed to the employee’s immediate supervisor for approval, if not approved within 10 days, the request will route to that person’s supervisor. It is advisable to inform your supervisor that you have submitted a request so that timely approvals can occur.

Once your application is submitted, a notification will be sent to your supervisor that their approval is needed. If your direct supervisor does not approve in 10 days, the item will automatically forward to their supervisor. Approval status for your application is found on the Check Status page. You will receive email notifications when statuses change.

Click on the course title to see approval status.
Cancelling an application

At any time after submission but prior to course completion, you can cancel your application using the Search tool. Select Search from the menu (leaving all fields blank will return all of your applications), click the course title to open.

On the next screen you will see the option to cancel.
Uploading transcripts and other course documentation for Credit Courses

Select Search from the menu (leaving all fields blanks will return all of your applications), click the course title to open.

At the bottom of the Application Details screen you will find upload tools for Transcripts, Fee Receipts and Other documents. Click Add to browse your computer for the documentation for upload. Be sure to hit Submit when finished adding documentation.
The maximum benefit for non-credit courses, such as those offered by Professional Development Services (formerly HRD) or IT Services, is $800 in an academic year for full-time employees. Part-time employees are covered on a proportional basis of employment.

Non-credit courses require additional information for approval, this documentation must be attached at the time of application. For example: conference schedules showing sessions you will attend, seminar details, etc. Click Add to browse your computer for the documentation for upload.

Once your application is submitted, a notification will be sent to your supervisor that their approval is needed. If your direct supervisor does not approve in 10 days, the item will automatically forward to their supervisor. Approval status for your application is found on the Check Status page.

You will receive an email notification when the application is approved or denied.