

maximus

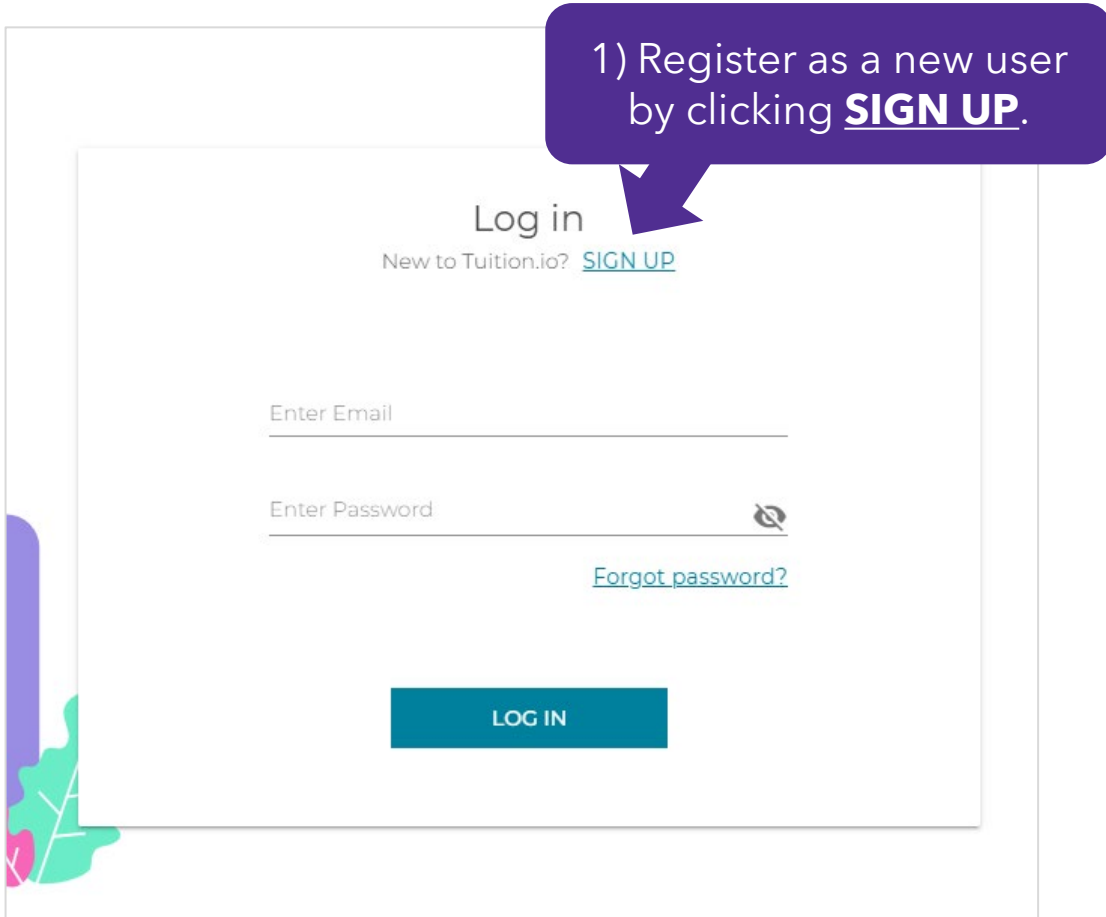
Tuition Reimbursement Portal
Employee User Guide

October 2023

Part 1: Application Step

*Let's walk through how to submit your
Tuition Reimbursement course application
for approval in the Tuition Portal.*


Step 1: Go to maximus.tuition.io, register as a new user, and log in.



1) Register as a new user by clicking **SIGN UP**.

Log in
New to Tuition.io? [SIGN UP](#)

Enter Email

Enter Password 

[Forgot password?](#)

LOG IN

Hello and welcome! What is your Maximus email address? We will send you an email or redirect you to your SSO login to complete registration.

Employee ID

Last Name

Email

Please provide your personal email address. This is where you will receive your invite.

SUBMIT

Already have an account?

[Sign In](#)

2) Enter your Maximus Employee ID number, your last name, and a personal email address.

3) Click **SUBMIT**

You will receive an email from studentloans@tuition.io to verify your address.



Click **GET STARTED** in the email and then you will be prompted to fill out additional information.

Step 2: Navigate to your dashboard to begin the application.

The image shows a web application interface for the Maximus Tuition Reimbursement Program. The header includes the 't.io' logo, the 'maximus' brand name, and a user greeting 'Hello Sydney' with a profile icon. Below the header, the text 'Maximus Tuition Reimbursement Program powered by tuition.io' is displayed. The main content area features a section titled 'TUITION ASSISTANCE' with a link that reads 'Apply for Tuition Assistance to further your training/education'. A dark blue callout box with a white arrow points to this link, containing the text 'Click here to access your dashboard.' Below the text is an illustration of a person sitting at a desk with a computer monitor, a keyboard, a mouse, and a potted plant.

t.io maximus Hello Sydney SI

Maximus Tuition Reimbursement Program powered by tuition.io

TUITION ASSISTANCE

Apply for Tuition Assistance to further your training/education

Click here to access your dashboard.

Step 3: Choose the program you are applying to.

t.io maximus
Maximus Tuition Reimbursement Program powered by [tuition.io](#)

Tuition Assistance

My Active Programs

Currently, no active programs. Click View & Apply below to get started.

Programs I Can Apply To

Degree Seeking
Courses, taken at an accredited college or university, in pursuit of an associates, bachelors, masters, or PhD.

Non-Degree Seeking
One off courses, taken at an accredited college or university, not in pursuit of specific degree.

Professional Certifications
Prep courses and exams taken to receive a professional certification.

Click **VIEW & APPLY**



Degree Seeking

Courses taken through an accredited college or university in pursuit of an associate's, bachelor's, master's, or Ph.D. degree.

Non-Degree Seeking

One-off courses are taken through an accredited college or university, not in pursuit of a specific degree

Professional Certifications

Prep courses and exams are taken to receive a professional certification or designation.

Step 4: Start application and complete the employee information.

t.io maximus
Maximus Tuition Reimbursement Program powered by [tuition.io](#)

Tuition Assistance
[Dashboard](#) > Program Details

Degree Seeking

Annual Benefit
All Employment Types
\$2,500.00

START APPLICATION

1) Click **START APPLICATION**

What is the Process?

- 1 Get Courses Approval
- 2 Complete Courses
- 3 Submit Grades
- 4 Final Reimbursement

Frequently Asked Questions

- > Where can I find more information on the Maximus Tuition Reimbursement program?
- > What email should I use when submitting applications?
- > How can I check the status of my application?
- > What documents do I need to submit for reimbursement?
- > What grade do I need to get to be reimbursed?
- > What happens if my request is denied?

Application ID *
1250006234167247863

Name *
Sydney Issa

Employee ID *
123456

Email *
sydneyissa@gmail.com

We recommend using an email you check routinely

CANCEL **NEXT**

[Save For Later](#)

2) Review information and update your email address if necessary.

Input the email address you most frequently check as it will be where your notifications are sent. It can be your personal or Maximus email.

3) Click **NEXT**

Step 5: Complete the program information.

Institution Name *

Tulane University x v

Program Type *

Bachelor's Degree in Business

How does this program relate to your career progression at Maximus? *

A bachelor's degree in business will help me learn basic principles related to accounting, management, and operations which will assist with my current role and help me progress in my career path.

CANCEL **NEXT**

[Save For Later](#)

4) Click **NEXT**

1) Search for your institution in the drop-down. All accredited universities are listed.

2) Record the degree in the freeform field i.e., Bachelor's, Master's, Associate, etc.

3) Record the reasoning in the freeform field. It will be shared with your manager.

★ You will still need to record the reasoning regardless of whether you have shared it with your manager previously.

Step 6: Review application and Tuition Reimbursement Policy.

Employee Information		Program Information	
Application ID	1250006234167247863	Institution Name	Tulane University
Name	Sydney Issa	Program Type	Bachelor's Degree in Business
Employee ID	123456		
Email	sydneyissa@gmail.com		

1) Ensure all the details are accurate.

★
Click on the pencil icons to make edits if needed.

2) Review the Tuition Reimbursement Policy by clicking here.

By checking this box I have read and agree to the Tuition Reimbursement Policy. [Click here to view](#)

SUBMIT
[Save For Later](#)

3) Check the box acknowledging that you have reviewed the policy.

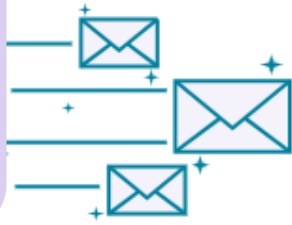
4) Click **SUBMIT**

Step 7: Continue with courses application.



This is what you will see after you submit.

DO NOT stop here. There are additional steps to complete once you click next.

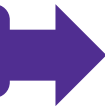


Application Submitted!

What happens now? You can expect the following:

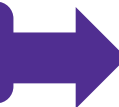
- Your institution name is **Tulane University**
- Your program type is **Bachelor's Degree in Business**
- Your next step is to start a courses application

1) Click **NEXT**



NEXT

2) Click **APPLY FOR COURSES**



Program Benefits

Maximum Annual Benefit for this program	\$2,500.00
Benefit paid out so far this year	\$0.00
Remaining Benefit	\$2,500.00

Program Information

Program Name	Degree Seeking
Program Type	Bachelor's Degree in Business
Institution Name	Tulane University
Status	Submitted for Program Approval

Applications

+ APPLY FOR COURSES

Step 8A: Complete your course information.

Courses begin date *

08/21/2023

Courses end date *

12/15/2023

Please enter any scholarships you might have received during the time of this application

ADD A SCHOLARSHIP (+)

CANCEL

NEXT

[Save For Later](#)

1) Enter the begin and end date for your courses.

★ Ensure the course dates are accurate as you **will not** be able to change them in the future.

The course end date field will be used to determine the deadline for submitting your proof of passing and proof of payment.

2) Click **NEXT**

Step 8B: Complete your course information.

1) Add your course(s) details.

Course Name *	Accounting I	Course Number *	BSLS 1110
Course Description *	Concepts, techniques, and conventions for measuring and communicating the r	Course Credit *	3
Course Tuition *	\$1,500.00	Course Books	\$500.00
Course Labs	\$0.00	Course Software	\$0.00
Course Fees	\$500.00		

2) Input the course costs.

★ Ensure they are as accurate as possible, as you **will not** be able to edit them once your application is approved.

★ If your total costs are above \$2,500 - please adjust as needed so the total comes to \$2,500.

Maximum Annual Benefit for this program	\$2,500.00
Benefit paid out so far this year	\$0.00
Remaining Benefit	\$2,500.00
Course Total	\$2,500.00

CANCEL NEXT

3) Click **NEXT**

Step 9: Review course information and submit.

1) Review the course information.

Courses begin date * 08/21/2023

Courses end date * 12/15/2023

BSLS 1110 - Accounting I		
Course Description	Course Credit	Course Total
Concepts, techniques, and conventions for measuring and communicating the results of operations and the financial position of a business enterprise, based upon generally accepted accounting principles.	3	\$2,500.00

View attachments

Scholarships Added	
Scholarship Name	Scholarship Amount
	None

EDIT SCHOLARSHIPS

ADD COURSE +

Maximum Annual Benefit for this program	\$2,500.00
Benefit paid out so far this year	\$0.00
Remaining Benefit	\$2,500.00
Amount requested in this application	\$2,500.00

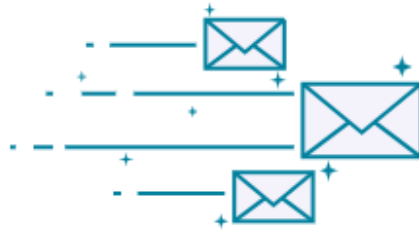
SUBMIT

Click on the pencil icon to make edits if needed.

If you have an additional course to add, you can do so here.

2) Click **SUBMIT**

Step 10: Application submitted.



Application Submitted!

What happens now? You can expect the following:

- Your application name is **September 2023**
- Courses in your application are
 - **BSLS 1110 - Accounting I**
- You can review your application at any time from your dashboard
- Your application may have multiple reviewers
- Your application will be reviewed by your employer
- Once your application is accepted, your next step will be to add grades and receipts

DONE

1) Review the following information.

Once you receive an email from tuitionassistance@tuition.io confirming that your application is approved, your next step will be to add proof of grades and payment for reimbursement once you have them.

2) Click **DONE**



Part 2: Reimbursement Step

Now that your course is complete, let's walk through how to submit your proof of grade(s) and payment(s) for reimbursement in the Tuition Portal.

Step 1: Go to maximus.tuition.io, log in, and navigate to your dashboard.

Log in

New to Tuition.io? [SIGN UP](#)

Enter Email
sydneyissa@maximus.com

Enter Password

[Forgot password?](#)

LOG IN

1) Enter your Maximus email and password.

t.io maximus

Maximus Tuition Reimbursement Program powered by [tuition.io](#)

TUITION ASSISTANCE

Apply for Tuition Assistance to further your training/education

★ You must have completed your course in the last 45 days and have proof of your grade(s) and payment(s) to move on to step 2.

2) Click here to access your dashboard.

Step 2: Navigate to your dashboard and active programs.

Tuition Assistance

My Active Programs

Degree Seeking

Status: **Approved**

Institution Name: Tulane University
Program Start Date: Not Provided
Program End Date: Not Provided

Course Applications

- 1 Pending
- 0 In Progress
- 0 Completed

[View Details](#)

1) Click **View Details**

Programs I Can Apply To

Degree Seeking

Courses, taken at an accredited college or university, in pursuit of an associates, bachelors, masters, or PhD.

VIEW

Non-Degree Seeking

One off courses, taken at an accredited college or university, not in pursuit of specific degree.

VIEW & APPLY

Professional Certifications

Prep courses and exams taken to receive a professional certification.

VIEW & APPLY

2) Click **DETAILS**

Program Benefits

Maximum Annual Benefit for this program	\$2,500.00
Benefit paid out so far this year	\$0.00
Remaining Benefit	\$2,500.00

Program Information

Program Name	Degree Seeking
Program Type	Bachelor's Degree in Business
Institution Name	Tulane University
Status	Program In Progress

Applications

+ APPLY FOR COURSES

September 2023

Status: **Courses In Progress**

Courses In Progress On	9/21/2023
Created On	9/21/2023

DETAILS

Step 3: Add grades and receipts.

BSLS 1110 - Accounting I

Course Description	Course Credit	Course Total
Concepts, techniques, and conventions for measuring and communicating the results of operations and the financial position of a business enterprise, based upon generally accepted accounting principles.	3	\$2,500.00

ADD GRADES

1) Click **ADD GRADES**

Course Grade *

2) Input your course grade.

Two documents must be uploaded for reimbursement:

- Proof of payment
- Final grade

CHOOSE FILE

3) Click **CHOOSE FILE** to upload your proof of payment and grade.

- Files should be in PDF format only
- You can upload multiple attachments

[tulane_accountingcoursepayment_sissa.pdf](#)

[tulane_accountingcoursegrade_sissa.pdf](#)

★ You **MUST** upload both documents to get approved. Ensure you are uploading **ALL** costs related to your course. You can upload more than two PDF files if needed.

Course Name	Accounting I	Course Number	BSLS 1110
Course Description	Concepts, techniques, and conventions for measuring and communicating the results of operations and the financial position of a business enterprise, based upon generally accepted accounting principles.	Course Credit	3
Course Tuition	\$1,500.00	Course Books	\$500.00
Course Labs	\$0.00	Course Software	\$0.00
Course Fees	\$500.00		

Maximum Annual Benefit for this program	\$2,500.00
Benefit paid out so far this year	\$0.00
Remaining Benefit	\$2,500.00
Amount requested in this application	\$2,500.00

CANCEL **SAVE**

★ The original costs you inputted can differ from the final costs as the review team will use the proof of payment for processing your reimbursement.

4) Click **SAVE**

Step 4: Submit for payment.

1) Review the inputted course information.

Courses and Scholarships

! Please add your grades and receipts by clicking on the courses below. Once grades have been added you will be able to submit this application to receive reimbursement by clicking 'submit for payment' below

SUBMIT FOR PAYMENT

BSLS 1110 - Accounting I ✓

Course Description	Course Credit	Course Grade	Course Total
Concepts, techniques, and conventions for measuring and communicating the results of operations and the financial position of a business enterprise, based upon generally accepted accounting principles.	3	A	\$2,500.00

EDIT GRADES

Scholarship Name	Scholarship Amount
	None

2) Click **SUBMIT FOR PAYMENT**

★ Click **EDIT GRADES** if you need to make changes.



★ After you click save, you will be brought back to the program details page you were on previously. If you have additional completed courses, they will show here, below courses and scholarships. **You must follow Step 3 for each course before you can submit for payment.**

Step 5: Application submitted.

1) Review the inputted course information.

COURSES ADDED

Course Number	Course Description	Course Grade
BSLS 1110	Concepts, techniques, and conventions for measuring and communicating the results of operations and the financial position of a business enterprise, based upon generally accepted accounting principles.	A

2) Click **SUBMIT**  

★ After you click submit, you will be brought back to the program page you were on previously.

Courses and Scholarships

BSLS 1110 - Accounting I

Course Description	Course Credit	Course Grade	Course Total
Concepts, techniques, and conventions for measuring and communicating the results of operations and the financial position of a business enterprise, based upon generally accepted accounting principles.	3	A	\$2,500.00

View course details and attachments

Scholarships Added

Scholarship Name	Scholarship Amount
	None

Application History

When	Name & Role	State	Notes
9/22/2023 - 3:18 PM	Sydney Issa - Employee	Submitted For Evidence Approval	N/A

3) Confirm your application history it says "submitted for evidence approval" under state.



★ You will receive an email from tuitionassistance@tuition.io that your payment is being reviewed.

Once you receive an email from tuitionassistance@tuition.io that your payment has been approved, you will receive your reimbursement in your paycheck within 1-2 pay periods.