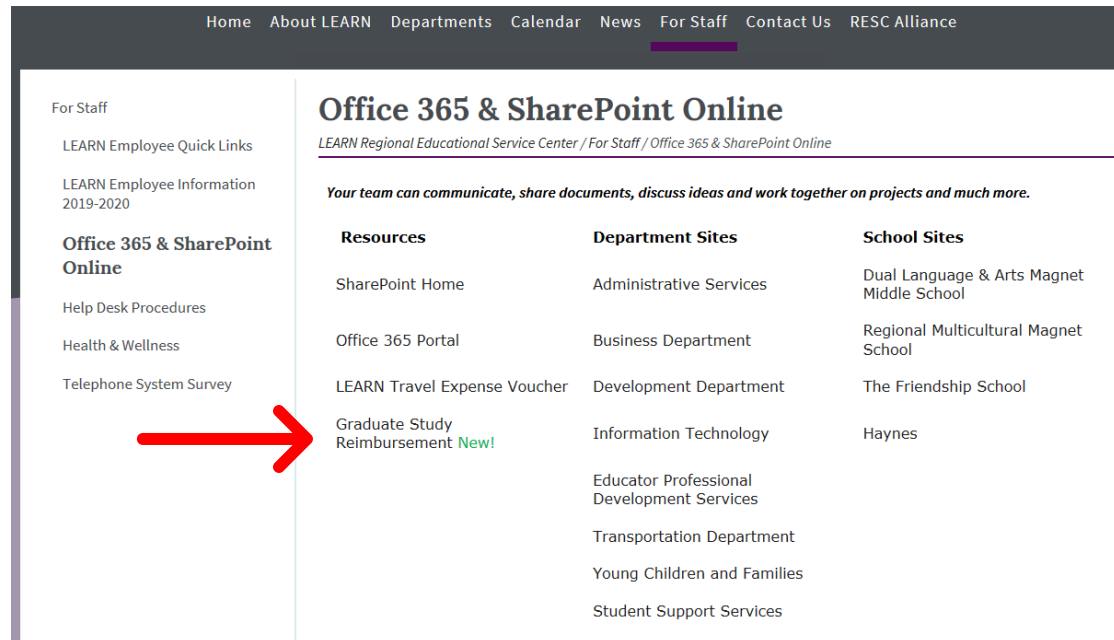
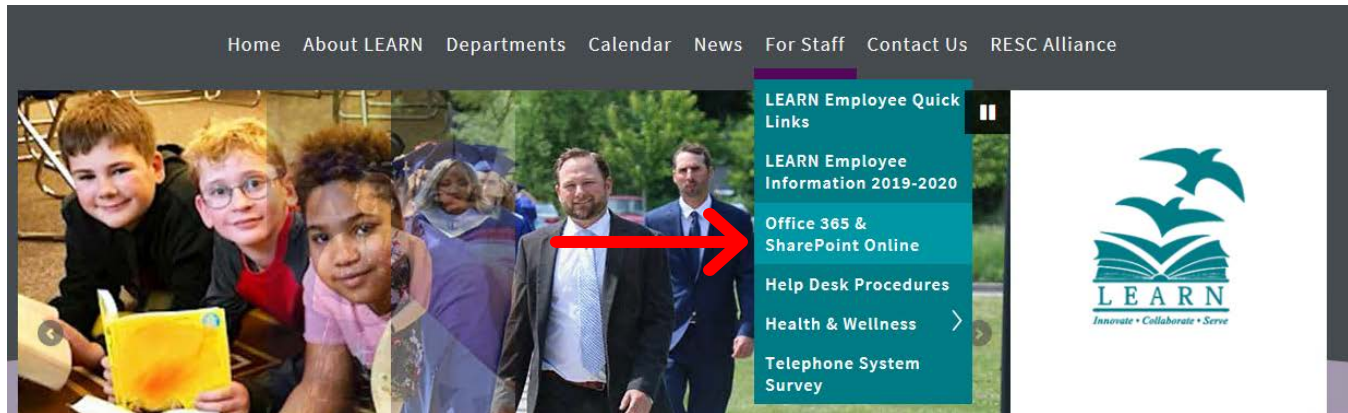


How to use the new Graduate Study Reimbursement App

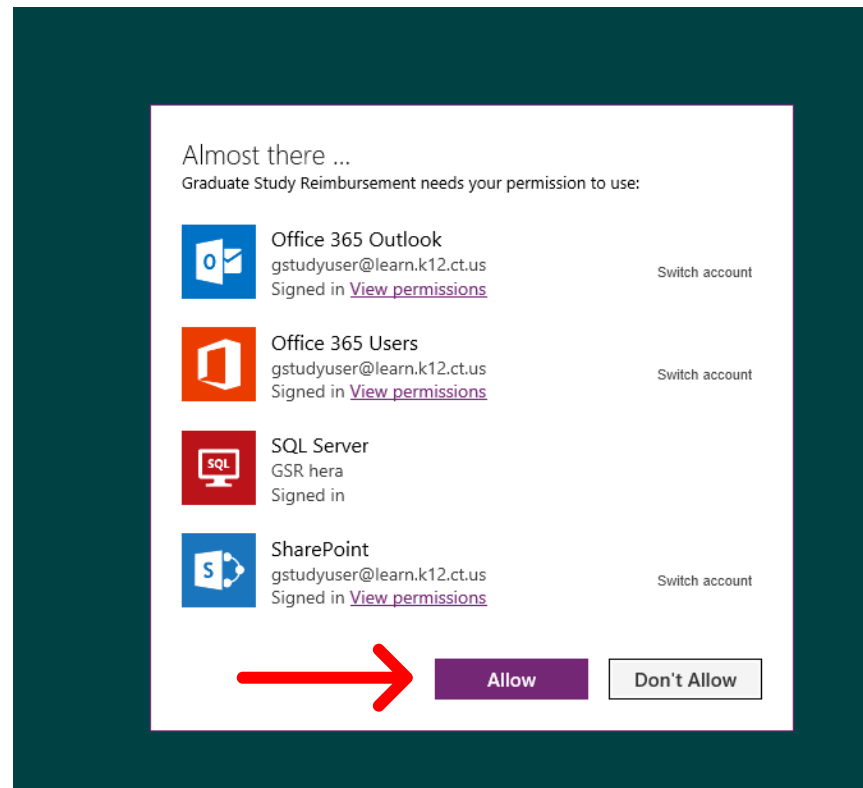
Navigate to the LEARN website (<http://learn.k12.ct.us>)

Hover over For Staff → Office 365 & SharePoint Online → Graduate Study Reimbursement



If you are not signed in, use your LEARN issued e-mail and password.

****Very important – You must select “Allow” in this step in order for the app to read your account information.**



Click here to start a new application (one per course)

Important information is posted in this area regarding Application requirements, important dates and timelines.

Graduate Study Information

My Courses

+
New Course

i
Policy

?
FAQs

Application Requirements

- Complete the initial application to be eligible for reimbursement.
- Each course requires a separate application.
- Each approved course requires upload of cost of the course, proof of grade(B or higher) and proof of payment.

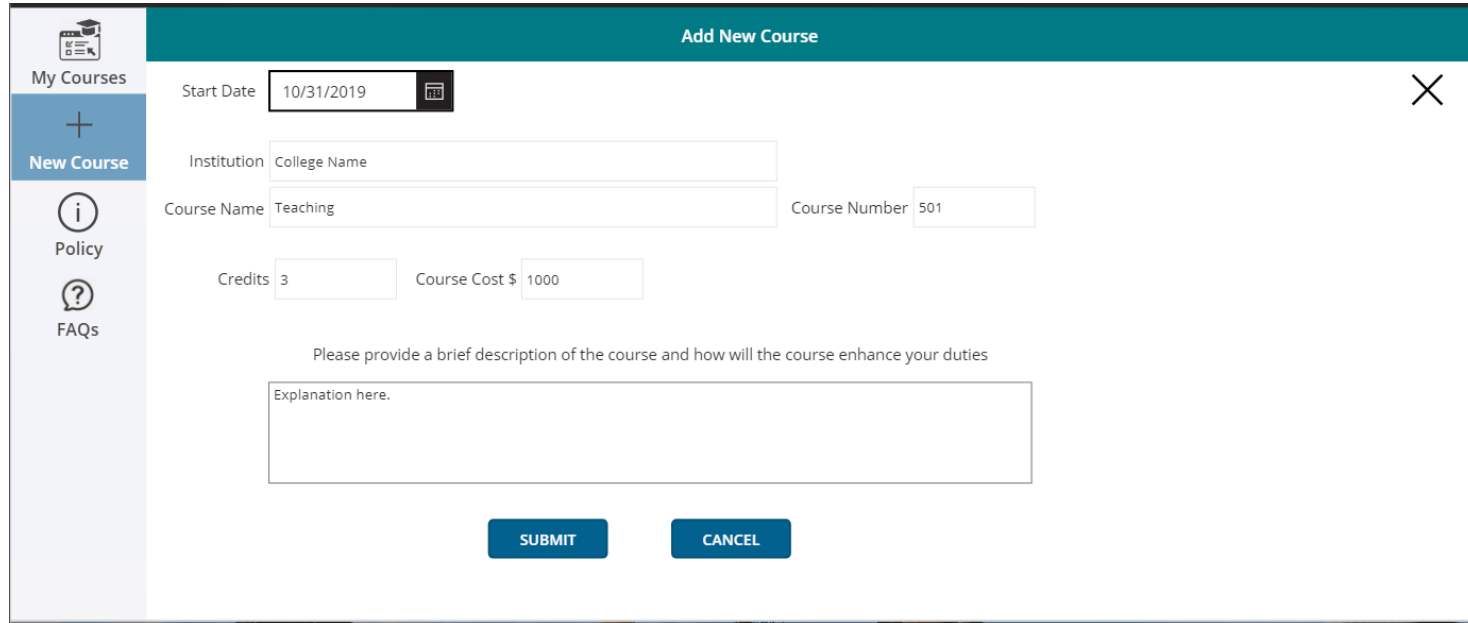
Important Dates and Timelines

- Applications must be submitted 15 days prior to the start date of each course to move forward.
- Required documents must be uploaded before you can be eligible for reimbursement.
- For more information see the Board policy [#4129/4229](#)

Enter in the start date of the course to continue with the application.

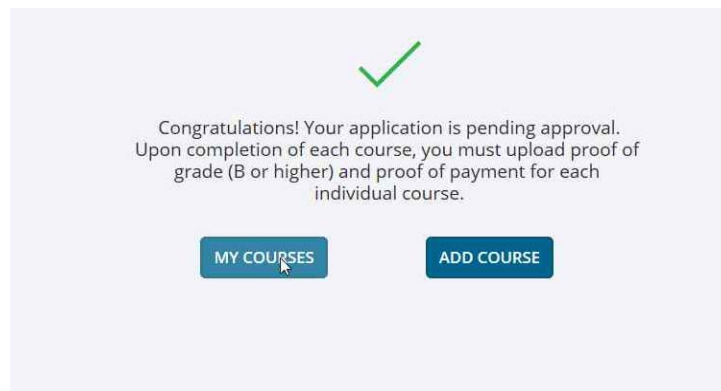
**The application will only be accepted if you are submitting this application at least 15 days in advance of the start date of the course.

Select "Submit" when finished.

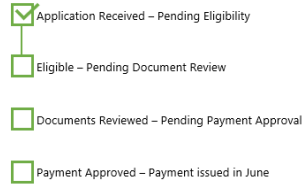


The screenshot shows a web application interface for adding a new course. The title bar is teal and says "Add New Course". On the left is a sidebar with "My Courses", "New Course" (highlighted with a plus sign), "Policy", and "FAQs". The main form area contains the following fields: "Start Date" (10/31/2019), "Institution" (College Name), "Course Name" (Teaching), "Course Number" (501), "Credits" (3), and "Course Cost \$" (1000). Below these is a text area for a description with the prompt "Please provide a brief description of the course and how will the course enhance your duties" and the placeholder "Explanation here.". At the bottom are "SUBMIT" and "CANCEL" buttons.

After submission, you may add another course or go to "My Courses"



After submission, you will receive a confirmation e-mail with notification that your application is submitted and *pending eligibility* by the LEARN Executive Office.



Your application for Graduate Study Reimbursement is Pending Eligibility!

tech 101 T102

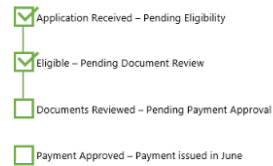
Hello LEARN IT,

We have received your application for tuition reimbursement. Please look for another e-mail to confirm your course is eligible for reimbursement.

Thank you,

LEARN Executive Office

Once your course has been reviewed for eligibility and it has been deemed eligible, you will receive an e-mail.



Your course is eligible for tuition reimbursement!

Teaching 400

LEARN IT,

After completing your course, come back to the [Graduate Study Reimbursement App](#) to upload the following documents:

- Proof of grade (B or higher)
- Proof of cost for the course
- Proof of payment

Thank you,

LEARN Executive Office

If you need assistance with the application, please send an e-mail to GraduateStudyReimbursement@learn.k12.ct.us or you can visit the FAQ section of the application.

How to upload required documentation

Select "My Courses"

Graduate Study Information

My Courses

New Course

Policy

FAQs

Application Requirements

- Complete the initial application to be eligible for reimbursement.
- Each course requires a separate application.
- Each approved course requires upload of cost of the course, proof of grade(B or higher) and proof of payment.

Important Dates and Timelines

- Applications must be submitted 15 days prior to the start date of each course to move forward.
- Required documents must be uploaded before you can be eligible for reimbursement.
- For more information see the Board policy [#4129/4229](#)

Select your course, then "Upload documents"

1. Select the type of document.

Upload Close

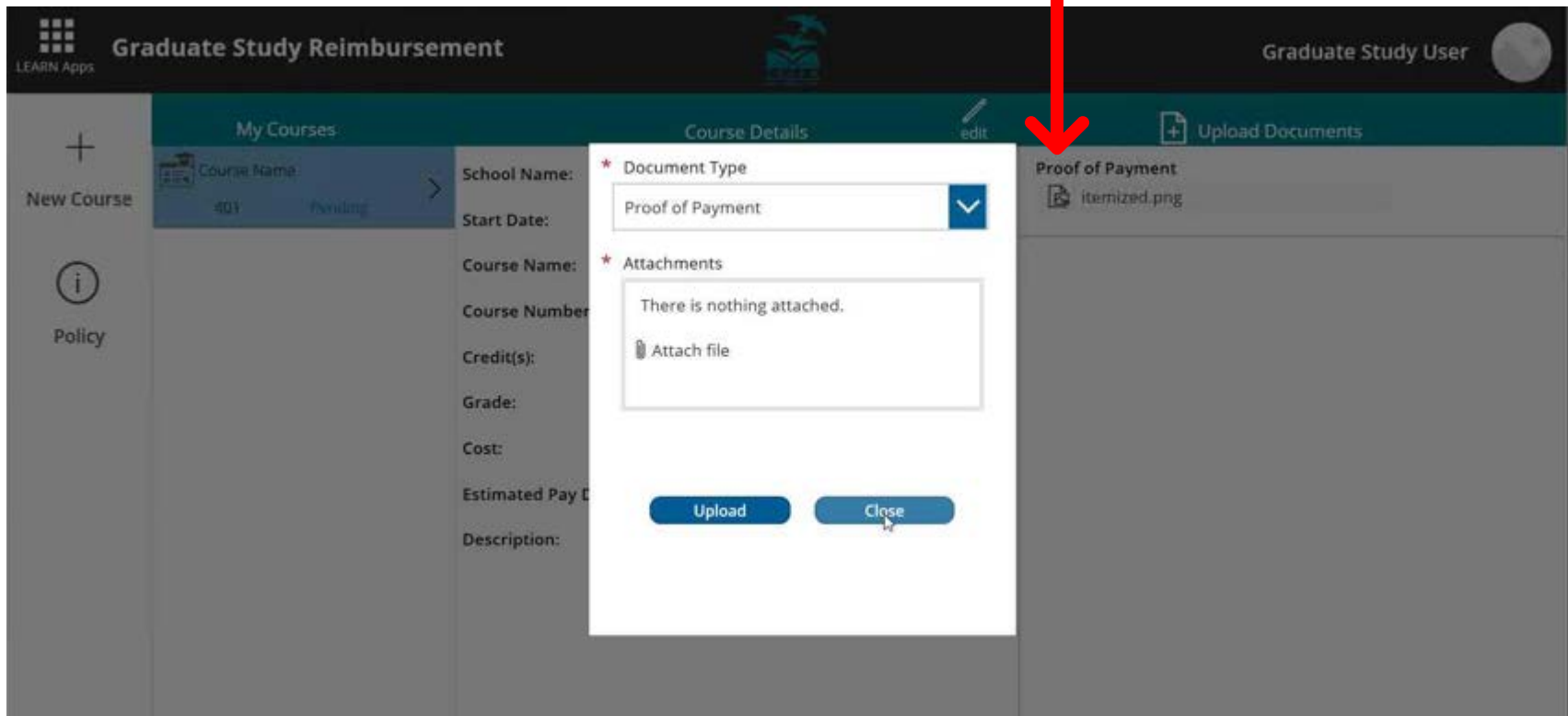
2. Select "Attach file" to find the document

Upload Close

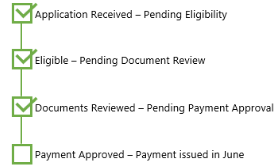
3. Select "Upload" to finish

Upload Close

You will now see your document in the right hand of the application. You may add more until you are finished. Click “Closed” when finished.



After documentation has been reviewed and ready for payment approval by the Executive Director, you will receive an e-mail.



Document Review is complete!

Teaching 400

LEARN IT,

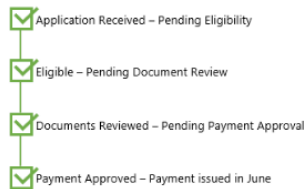
Your course grade and documents have been reviewed for your course and is now pending payment approval.

Thank you,

LEARN Executive Office

If you need assistance with the application, please send an e-mail to GraduateStudyReimbursement@learn.k12.ct.us or you can visit the FAQ section of the application.

Once payment is approved by the Executive Director, you will also receive an e-mail.



Payment is approved for your course!

Course 456

Yesenia Parker,

Your course is approved for payment. You will receive reimbursement for your course included in the second payroll paycheck in June.

Thank you,

LEARN Executive Office

If you need assistance with the application, please send an e-mail to GraduateStudyReimbursement@learn.k12.ct.us or you can visit the FAQ section of the application.