

## Step by Step Guide to Completing Online Tuition Benefit Form

<b>To Access the Online Tuition Form</b>		
Website	In a web browser Go to wise.unh.edu	
Login Here	Click on Login Here	
User ID	Enter your USNH ID.	Further Help on page
PIN	Enter your Password	Further Help on page
Employee Services	Click on Employee Services	
Tuition Benefit Form	Click on Tuition Benefit Form	
<b>Applying for a Tuition Benefit for Yourself (Employee)</b>		
Tuition Benefit Form Entry	Click on Tuition Benefit Form Entry	
Applying as an Employee	Click on Applying as an Employee	
Submit	Click on Submit	
Employee Terms and Conditions of USNH Tuition Benefit Plan	To read this document click on the link	
I Agree	Click on I Agree	
Institution of Course	Click on the down arrow to see and select (by highlighting with your mouse pointer) the Institution where the course is being taught.	Note: This is not necessarily the institution where you are employed.
Continue	Click on Continue	
Semester/Term	Click on the down arrow to see and select (by highlighting with the mouse pointer) the semester/term that the course is being taught.	
Continue	Click on Continue	
Credit/Non-credit	Click on the down arrow and select whether the course is a credit or non-credit course	
Number of Courses Requested	Type in the number of courses being applied for with this Tuition Form	Note: The maximum number of courses that can receive a Tuition Benefit per fiscal year (July-June) is 5.
Number of courses (credit and non-credit) applied for and approved Fiscal Year to Date	This information is supplied and is informational only	
Is course being taken during scheduled working hours?	Select by clicking the appropriate radio button.	
Supervisor's Email Address	If the course is during your scheduled work hours you must enter your Supervisor's email address	
Student ID	This will automatically be filled in with your employee ID. If this is not your Student Id, replace it with your Student ID	Does not auto-fill for PSU and KSC students as their Student IDs are not equal to the employee ID
Student First Name	This will automatically be filled in with	This does not auto-fill for

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	your First Name as recorded from your W4 in the employee database. If this is not what is recorded in Student, then replace it with your First Name as recorded in Student	PSU and KSC students
Student Last Name	This will automatically be filled in with your Last Name as recorded from your W4 in the employee database. If this is not what is recorded in Student, then replace it with your Last Name as recorded in Student	This does not auto-fill for PSU and KSC students
Student MI	This will automatically be filled in with your Middle Initial as recorded from your W4 in the employee database. If this is not what is recorded in Student, then replace it with your Middle Initial as recorded in Student	This does not auto-fill for PSU and KSC students
Employee Contact Daytime Phone	You may either Select a phone number from the drop down list or enter a new contact phone number.	Format: xxx xxxxxxxx
Employee Contact E-Mail	You may either Select an Email from the drop down list or enter a new e-mail address.	
I Agree Submit/I Disagree Exit	If you think that the information is correct and you want to submit this form for approval, click on the "I Agree Submit" Button. Otherwise, click on the "I Disagree Exit".	No information is saved if you click on "I Disagree Exit"
Confirmation Statement	If you submit your form and your Tuition Form passes all validations, you will see a confirmation statement and receive via email a copy of the confirmation statement.	If your Tuition Form does not pass all validations, you have the option of correcting the information and resubmitting or exiting the form without saving the information.
Exit	Click on Exit	

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<b>Checking on the Status of a Tuition Form</b>		
<b>Tuition Benefit Form Status</b>	<b>Click on Tuition Benefit Form Status</b>	<b>You will see a list of all of the Tuition Forms you have submitted.</b>
<b>Statuses:</b>		
<b>Approved</b>	<b>Tuition Benefit information has been or will be sent to the Student Billing Office for Processing</b>	
<b>Not Auto Approved</b>	<b>Tuition Benefit information has been submitted with validation errors. This form will need action by the Campus HR Office to change the status</b>	
<b>Pending</b>	<b>Waiting for the Supervisor's approval to move forward.</b>	
<b>Denied</b>	<b>Tuition Benefit information was submitted but not approved</b>	
<b>Cancelled</b>	<b>Tuition Benefit was never used</b>	
<b>Dropped</b>	<b>Class was dropped and Tuition Benefit was not needed</b>	
<b>Update</b>	<b>Forms that are in Approve status but need changes should have the status changed to Updated.</b>	
<b>Override</b>	<b>Forms that are in Not Auto Approved status but are being approved by the Campus HR Office should have the status changed to Override indicating that the form would not pass validation.</b>	