

System Tutorial

Bright Horizons EdAssist Solutions

Self Programs



My Learning Center



Welcome
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My Learning Center

My Activity

- [My Dashboard](#)
- [My Learning Center](#)
- [My Personal Profile](#)
- [My Education Profile](#)
- [My Dependents](#)
- [Add Application](#)
- [Contact Us](#)



Going back to school as a working adult is an important decision. The Learning Center is designed to help you make smart education choices and provide you with resources to help you along your path to course, certificate or degree completion. Learn about your company's policy, explore education providers and link out to valuable discounts.

Link to your current activity in the program by clicking on, "My Dashboard."

Message Board

Message	Post Date
Welcome to EdAssist! You can submit an application for the Vanderbilt University Tuition Benefit Plan using the Add Application menu item to the left. The application will reflect the program(s) you are eligible for based on your current profile, if any.	07/17/2018
Applications to each program will be accepted in EdAssist for the course start dates below. For courses that started prior to these dates, submit your application through Vanderbilt University under the existing process.	
<ul style="list-style-type: none">• Faculty/Staff Courses at other Universities: Start dates on or after August 1, 2018• Dependent Courses at other Universities: Start dates on or after December 1, 2018• All Vanderbilt Courses: Start dates on or after January 1, 2019	
Applications must be submitted within 30 days after the course start date and are accepted up to 60 days prior.	

Using Your Benefit

- [Add New Application](#)
- [Complete Education Profile](#)



Resources for Adult Learning

Educational Benefits Available

[Free Educational Advising](#)

[EdAssist Education Network](#)

[Partners and Other Benefits](#)

[Kaplan Test Prep](#)

[StraighterLine](#)

Upon accessing the website, you land at the **My Learning Center**. You are greeted with the **Message Board**, which contains important information that is shared from both Bright Horizons and your HR team.

From here you can add a new application or use **My Dashboard** to find an existing application. You can also navigate to **Contact Us** if you have questions.

My Learning Center

Using Your Benefit

- [Watch Video Tutorials](#)
- [Agency Tuition Reimbursement Policy](#)
- [Tuition Reimbursement Policy](#)
- [Add New Application](#)
- [Complete Education Profile](#)

REIMBURSEMENT



1. Apply

2. Approval

3. Enroll

4. Submit Grades/Receipts

5. Reimbursement

TUITION ASSISTANCE PROCESS

Resources for Adult Learning

Educational Benefits Available

- [Free Educational Advising](#)
- [EdAssist Education Network](#)

Partners and Other Benefits


- [Kaplan Test Prep](#)
- [LearningCounts](#)
- [StraighterLine](#)

Other Resources

- [College Board College Cost Calculator](#)
- [Higher Education Opportunity Act Information on College Costs](#)
- [Council for Higher Education Accreditation](#)
- [Employee Well Being Blog](#)

Explore Education Options

- [Search for Education Provider](#)
- [Browse Our Featured Schools](#)

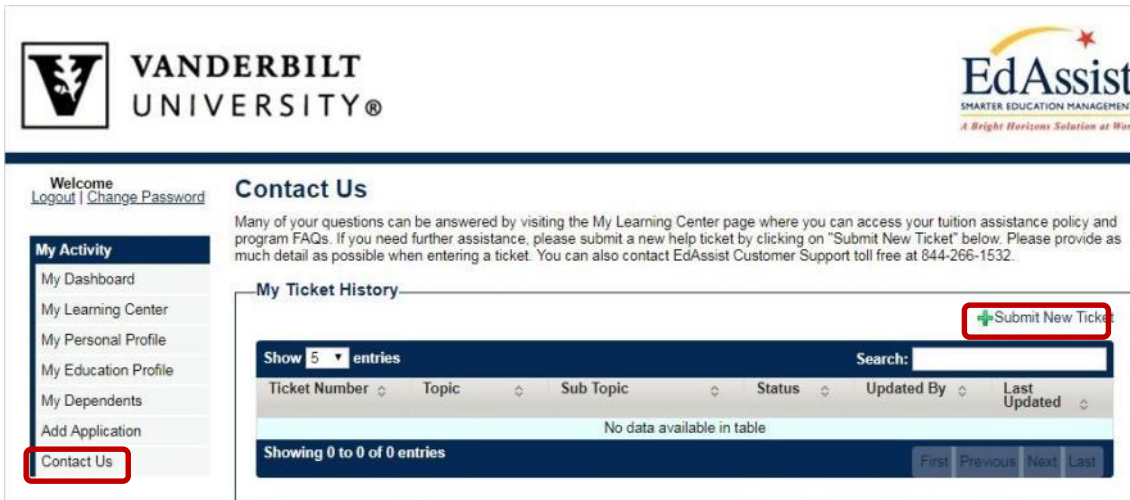


Please review your company's support documentation under **Using Your Benefit**

Resources for Adult Learning provides links to the Educational Advising page, discounted Network Schools list and other helpful topics

Use the search tool to research schools in the **Explore Education Options**

Contact Us



The screenshot shows the Vanderbilt University EdAssist interface. At the top left is the Vanderbilt University logo. To its right is the EdAssist logo. Below the logos, there's a navigation menu on the left with 'My Activity' highlighted. Under 'My Activity', 'Contact Us' is selected and highlighted with a red box. The main content area is titled 'Contact Us' and contains a paragraph of text about submitting help tickets. Below this text is a 'My Ticket History' section with a table. The table has columns for Ticket Number, Topic, Sub Topic, Status, Updated By, and Last Updated. A red box highlights the '+Submit New Ticket' button in the top right corner of the ticket history section. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

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- Add Application
- Contact Us**

Contact Us

Many of your questions can be answered by visiting the My Learning Center page where you can access your tuition assistance policy and program FAQs. If you need further assistance, please submit a new help ticket by clicking on "Submit New Ticket" below. Please provide as much detail as possible when entering a ticket. You can also contact EdAssist Customer Support toll free at 844-266-1532.

My Ticket History

[+Submit New Ticket](#)

Show **5** entries Search:

Ticket Number	Topic	Sub Topic	Status	Updated By	Last Updated
No data available in table					

Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

By selecting **Contact Us** under **My Activity** on the left side menu, you can reach out to Bright Horizons in two ways:

Use the **Phone Number (844) 266-1532** to speak with the Bright Horizons Contact Center 7am-7pm CT Monday-Friday.

Select **+Submit New Ticket** to fill out a **Help Desk Ticket** that will go directly to an Bright Horizons support specialist. This feature is available 24 hours/day.

New Application



VANDERBILT
UNIVERSITY®

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- Add Application**
- Contact Us

My Learning Center



Going back to school as a working adult is smart education choices and provide you v completion. Learn about your company's p

Link to your current activity in the program

Message Board

Message

Welcome to EdAssist! You can submit an application for the Add Application menu item to the left. The application based on your current profile, if any.

Applications to each program will be accepted in EdAss that started prior to these dates, submit your application process.

To start a new application select **Add Application** under **My Activity**

Applications are what you create to participate in your Tuition Assistance Program.

You will enter your **Degree Type**, **Field of Study (major)** and the **Course** that you're taking along with associated tuition cost for one term. A new application should be created for each term.

The Streamlined 4 Step Process

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Add Application

Step 1: Program Information

Add Program Information

Add Course Information

Sign Agreement

Review and Submit

Program

Please select a program: *

- ☐ Faculty attending Vanderbilt 
- ☐ Faculty attending another University 
- ☐ Spouse of Faculty attending Vanderbilt 
- ☐ Dependent at VU-employee hired before 9/1/12 
- ☐ Dependent not at VU-employee hired before 9/1/12 

Contact Information

Address:

Nashville, TN 37212

US

Email:

tamssupport@edassist.com

 Edit

Education Information

Provider:

Vanderbilt University

Provider Code:

221999

Off. of Fin. Aid and Scholarship

2309 West End Avenue

Nashville, TN 37203

Network School:

No

Accrediting Bodies:

Vanderbilt University Medical Center VU only(Inactive),CCNE(Programmatic),NLNAC(Specialized)

Student ID:

Student ID - Unknown at this time

 Edit *

 Edit

Exit

Next

Application Step 1

The first step of the **Application** is to select a **Program**. Use the **Blue Info Button** for more information about each program.

The Streamlined 4 Step Process

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Student ID:

Student ID - Unknown at this time

 Edit *

 Edit

Exit

Next

Application Step 1

Enter your school or provider in the **Education Information** section. For subsequent applications your school of choice will be the default but remains editable.

Enter in your **Student ID** issued by your school or provider. If you don't have a Student ID, please select a reason from the drop down list.

The Streamlined 4 Step Process

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Add Application

Step 2: Course Information

Add Program
Information

Add Course
Information

Sign
Agreement

Review and
Submit


Session Information

Education Program: *

Field of Study: *

Start Date:

End Date:

Projected Program
Completion Date: 


Are you graduating or completing your Education Program with this session? *

☐ Yes ☒ No

Course Information

The amount you list is used to estimate the benefit amount and does not reflect the final payment amount from the tuition benefit plan.

Note: Enter only up to 3 credit hours and the corresponding tuition estimate. If there is a required lab that is part of the course and has extra credit, then enter 4 credit hours.

 Add Course

Show entries

Course #	Course Name	Requested Amt	Action
No data available in table			
Showing 0 to 0 of 0 entries			

First Previous Next Last

Tuition and Expenses Summary

Tuition	Expenses	Tuition & Expenses Total
\$0.00	\$0.00	\$0.00

Application Step 2

In **Session Information**, please choose your **degree type**, **field of study (major)**, the **start and end dates** for this term, the **projected program completion date**, and answer if you are **graduating** or not with the correct date.

The Streamlined 4 Step Process

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Add Application Step 2: Course Information

Add Program Information	Add Course Information	Sign Agreement	Review and Submit
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Session Information

Education Program: *

Field of Study: *

Start Date:

End Date:

Projected Program Completion Date: ⓘ


Are you graduating or completing your Education Program with this session? *

☐ Yes ☒ No

Course Information

The amount you list is used to estimate the benefit amount and does not reflect the final payment amount from the tuition benefit plan.

Note: Enter only up to 3 credit hours and the corresponding tuition estimate. If there is a required lab that is part of the course and has extra credit, then enter 4 credit hours.

 Add Course

Show entries

Course #	Course Name	Requested Amt	Action
No data available in table			
Showing 0 to 0 of 0 entries			

Tuition and Expenses Summary

Tuition	Expenses	Tuition & Expenses Total
\$0.00	\$0.00	\$0.00


Application Step 2

To enter your course, select **+Add Course**.

Reimbursement under the Vanderbilt University Tuition Benefit Plan allows for one applications to include one course per term and up to 3 courses over the course of an academic year.

Any expenses outside of tuition are the responsibility of the participant.

The Streamlined 4 Step Process

Add Course 

Course #:

*

Course Name:

*

Tuition Amount:

*

Credit Hours:

Delivery Method:

--Select--

▼

*

In compliance with IRS regulations, employer provided educational assistance is exempt from taxation up to a maximum of \$5,250.00 per calendar year, unless said expenses satisfy the requirements for a "working condition fringe benefit." Taxes will be assessed if, at the time of payment processing, your total amount of tuition assistance paid in the calendar year exceeds the allowable non-taxable amount.

Application Step 2

Selecting **+Add Course** will bring up a new window. Please enter your **Course Number, Course Name**, along with the remaining fields. Please note taxation considerations and select save.

The Streamlined 4 Step Process

Step 3: Agreements

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My Education Profile
My Dependents
Add Application
Contact Us

Add Program Information	Add Course Information	Sign Agreement	Review and Submit
-------------------------	------------------------	-----------------------	-------------------

Grants & Scholarships Disclosure

Grant/Scholarship: *

Grant/Scholarship Amount: *

Agreements

Participation Agreement

I have read and understand the terms and conditions set forth in the Vanderbilt University Tuition Assistance Policy. As a condition of participating in this program, I agree to abide by these terms and conditions. I understand that my participation in this program is not a condition of my employment or continuation thereof. I further understand that grades or other evidence of satisfactory completion, as well as an itemized invoice for all expenses must be provided.

I affirm that any documentation I have submitted in connection with this program is complete and accurate. I acknowledge that if I knowingly submit false, deceptive or misleading information in order to receive benefits under the program, this may result in adverse tax consequences and discontinuance in my tuition assistance.

☐ I agree *

FERPA Agreement

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) ensures students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through EdAssist, it is necessary for EdAssist to receive and share your educational records with your employer. By checking "I Agree" below, you agree as follows:

- Educational institutions, schools, agencies or individuals holding my educational records may release such records to EdAssist.
- EdAssist may release my educational records (whether received from educational institutions, schools, agencies or individuals) to my employer.
- This consent shall remain in effect until I submit a written request to cancel the authorization.

If you do not agree with the above terms, please understand that we will be unable to process your tuition assistance application, and your application will be cancelled.

☐ I agree *

By providing my electronic signature, I acknowledge that the preceding information is accurate and complete to the best of my knowledge. I meet all of the requirements of the Vanderbilt University Tuition Assistance Policy and acknowledge and agree that Vanderbilt University reserves the right, in their sole discretion, to modify, amend, change, or terminate this plan at any time and for any reason without advance notice.

Name must be typed exactly as shown and is case sensitive.

Your Name:

Type Your Name Here:

[Previous](#)[Save & Exit](#)[Next](#)

Application Step 3

The **Sign Agreement** page is next. Please enter any **financial aid, scholarships, grants** etc. at the top of this page. * If you are not receiving any grants/scholarships, you must select **"None."**

Read and agree with all **Agreements** provided by your HR team and Bright Horizons in order to proceed.

Agreements include a **Participant Agreement** and **FERPA Agreement**.

Agreements along with your **electronic signature** are needed to continue.

The Streamlined 4 Step Process

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Add Application

Step 4: Review & Submit

Add Program Information

Add Course Information

Sign Agreement

Review and Submit

Participant Information

Name:

Program

Faculty attending Vanderbilt

Contact Information

Address: Nashville, TN 37212
US

Email: tamssupport@edassist.com [Edit](#)

Grant/Scholarship Type	Other Aid Description	Amount
None		\$0.00

Agreements

Agreement	Date
Participation Agreement	08/01/2018 01:34 PM
FERPA Agreement	08/01/2018 01:34 PM
Electronic Signature: Jon Kaas	08/01/2018 01:34 PM

[Previous](#) [Save & Exit](#) [Submit](#)
[Cancel Application](#)

Application Step 4

The **Review and Submit** page summarizes all the information you have entered including **School, Degree Type, Courses, Grants and Tuition Amount.**

If you need to make any **corrections** please do so at this time by using the **Edit** function.

Once you are satisfied with all the information, please **submit** for review. You will receive a pop-up window with an immediate decision from the system, before it is sent on to your manager.

The Streamlined 4 Step Process

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Step 4: Review & Submit

Add Program Information

Add Course Information

Sign Agreement

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Participant Information

Name:

Program

Faculty attending Vanderbilt

Contact Information

Address: Nashville, TN 37212
US

Email: tamssupport@edassist.com [Edit](#)

Grant/Scholarship Type	Other Aid Description	Amount
None		\$0.00

Agreements

Agreement	Date
Participation Agreement	08/01/2018 01:34 PM
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Electronic Signature: Jon Kaas	08/01/2018 01:34 PM

[Previous](#) [Save & Exit](#) [Submit](#)
[Cancel Application](#)

Application Step 4

If further information is needed, you will be contacted through automated email or through **Application Comments**.

You will receive an email confirming the new status of your application.

If it was sent to your manager for approval, the new status will be **“Forwarded to supervisor for approval”**.

If your manager approves the application, it will change to the **“Approved” status**. No further action is needed UNTIL your class is completed.

Tracking Your Application Status

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My Dashboard

This program has been designed to provide you with a rich array of educational options to support your career development. Your dashboard gives you a snapshot of your participation in the tuition program.

Dashboard

Benefit Period: 2019 ▼

Amount Pending Approval: \$0.00

Amount Approved: \$100.00

Amount Paid: \$0.00

Task List

Show 5 entries Search:

Application Number	Name	Program Name	Application Status	Start Date	End Date	Task Description
5307248		Faculty attending Vanderbilt	Saved - Not Submitted	01/01/2019	03/01/2019	Action Required! This application has not been submitted for review. Click the application link to complete and submit, or cancel this application.
5307390		Faculty attending Vanderbilt	Saved - Not Submitted	01/01/2019	03/31/2019	Action Required! This application has not been submitted for review. Click the application link to complete and submit, or cancel this application.
5307362		Spouse of Faculty attending Vanderbilt	Saved - Not Submitted	08/03/2018	08/03/2018	Action Required! This application has not been submitted for review. Click the application link to complete and submit, or cancel this application.
5307265		Dependent at VU-employee hired before 9/1/12	Letter of Credit (LOC) Issued	01/01/2019	03/31/2019	Submit your Letter of Credit to your school upon course registration. Your school must submit an itemized invoice prior to the expiration date of your LOC.
5307350		Spouse of Faculty attending Vanderbilt	Saved - Not Submitted	08/03/2018	08/03/2018	Action Required! This application has not been submitted for review. Click the application link to complete and submit, or cancel this application.

Showing 1 to 5 of 5 entries

[First](#) [Previous](#) [Next](#) [Last](#)

My Application History

[Add New Application](#)

Show 5 entries Search:

Application Number	Program Name	Application Status	Education Program	Field of Study	Start Date
5307248	Faculty attending Vanderbilt	Saved - Not Submitted	Bachelor's Degree	Education	01/01/2019
5307260	Faculty attending Vanderbilt	Application approved	Bachelor's Degree	Business	01/01/2019
5307263	Spouse of Faculty attending Vanderbilt	Application approved	Master's Degree	Unknown	01/01/2019

You will receive **email notifications** throughout the process. These will inform you each time your application changes status. Examples are: **Submitted, Approved, Documents Received, Ready for Payment.**

The **Task List** shows applications needing your immediate attention. **My Application History** shows all of your applications that you have created in the past.

You can select an **Application Number** to open and review your application.

Submitting Your Documentation

You are able to **upload documents** directly on to an existing application

Navigate to **My Dashboard**, and select the appropriate **Application Number** in your **Task List**.

On the **Application Summary Page** there is an **Actions Menu** on the right hand side. Select **Submit Documents**.

Welcome
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My Activity

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Application Summary

Application Information

Participant:
Application #: 5307250
Application Status: Application approved ⓘ
Client: Vanderbilt University
Program Name: Faculty attending Vanderbilt ⓘ
Application Type: Reimbursement of Tuition and Fees
Date Created: 08/01/2018

Actions

Print

Cancel Application

Submit Documents

Application
Comments

Session Information

Education Provider: Vanderbilt University
Student ID: Student ID - Unknown at this time
Education Program: Bachelor's Degree
Field of Study: Business
Start Date: 01/01/2019
End Date: 02/28/2019
Projected Program Completion Date: 03/01/2019
Benefit Period: 2019

Are you graduating or completing your Education Program with this session? Yes
Graduation Date:

Submitting Your Documentation

Submit Documents ✕

Upload a Document

Documents must be submitted in accordance with the program policy.

Preferred document formats are pdf or jpg. Documents provided must be legible, on letterhead or bearing the school insignia and in a format that can in no way be altered. **Highly confidential information such as Social Security Number (SSN) or Credit Card Number should not be displayed.** Documentation that is not legible or that has been altered in any way (except the removal of SSN or Credit Card Number) will not be accepted.

You will receive email confirmation of receipt of your uploaded documents within 24 hours.

Please select one Document Type at a time. Only upload file(s) for that Document Type before submitting.

Application Number: 5307250
Education Provider: Vanderbilt University
Student ID:

Document Type: *

Upload File: *

Comment:

Once your course is completed you can upload required documents from the **Submit Documents page**. There is a dropdown selection to be made for **Grades** and **Proof of Payment**.

When uploading grades, be sure to manually input your grade in the menu that appears, as well as complete the upload of the document.

To Upload, select **Choose File** and navigate to the documents saved on your electronic device.

Submitting Your Documentation

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Upload a Document

Documents must be submitted in accordance with the program policy.

Preferred document formats are pdf or jpg. Documents provided must be legible, on letterhead or bearing the school insignia and in a format that can in no way be altered. **Highly confidential information such as Social Security Number (SSN) or Credit Card Number should not be displayed.** Documentation that is not legible or that has been altered in any way (except the removal of SSN or Credit Card Number) will not be accepted.

You will receive email confirmation of receipt of your uploaded documents within 24 hours.

Please select one Document Type at a time. Only upload file(s) for that Document Type before submitting.

Application Number: 5307250
Education Provider: Vanderbilt University
Student ID:

Document Type: *

Upload File: *

Comment:

Uploaded documentation will need to be in compliance with your company's policy.

A **grade report** should indicate successful course completion in compliance with the grade requirements of the program policy. Grade reports must be legible and must include your name (first and last), school's name and/or logo, grade, course name and number. Web printouts of official grades are acceptable*.

An **itemized invoice** or other school official document showing tuition, fees and any financial aid received is also required.

Submitting Your Documentation

Submit Documents ✕

Upload a Document

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Application Number: 3882414

Education Provider: Berklee Online

Student ID:

Document Type: *

Upload File: *

Comment:

Grades

Proof of Payment

Uploading Documents directly into the system is the preferred method and most expedient process to complete an application. Faxing your documents may be available using the cover sheet provided in this pop up window.

Bright Horizons will process your tuition assistance application **within 5 days** of receipt of the proper documentation .

You will be sent an **email notification** that your documentation has been reviewed and approved. Bright Horizons will contact you using application comments if further information is required.

Manager System View

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First Previous Next Last

My Application History

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Show 5 entries Search:

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Managers have quick access to all the applications that employees have submitted as well as their own.

Navigate to **My Dashboard**. The **Task list** contains all applications that are awaiting action from you.

Applications needing action could be participants needing supervisor review for approval. They could also be the manager's own applications waiting for the upload of grades and invoice after the course has ended.

Managers needing to review and approve, should select the **Application Number** to advance to the application review page.

Manager System View

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Benefit Period: 2019 ▼

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Show 5 entries Search:

Application Number	Program Name	Application Status	Education Program	Field of Study	Start Date
5307248	Faculty attending Vanderbilt	Saved - Not Submitted	Bachelor's Degree	Education	01/01/2019
5307260	Faculty attending Vanderbilt	Application approved	Bachelor's Degree	Business	01/01/2019
5307263	Spouse of Faculty attending Vanderbilt	Application approved	Master's Degree	Unknown	01/01/2019

The **Application Review** page displays a summary of the application submitted .

Review the term information such as school, degree, major, courses along with books and fees for this semester.

Once you are ready to **Approve** or **Deny** this application, please select the appropriate box at the bottom of the screen.

A pop up window will ask you to comment and confirm your selection. Once completed an email will be sent to both the employee and manager to confirm.