System Tutorial
Bright Horizons EdAssist Solutions
Self Programs
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.
Please review your company’s support documentation under **Using Your Benefit**

**Resources for Adult Learning**

- Educational Benefits Available
- Free Educational Advising
- EdAssist Education Network
- Partners and Other Benefits
- Kaplan Test Prep
- LearningCounts
- StraightLine
- Other Resources
  - College Board College Cost Calculator
  - Higher Education Opportunity Act Information on College Costs
  - Council for Higher Education Accreditation
  - Employee Well Being Blog

Use the search tool to research schools in the **Explore Education Options**
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 a Bright Horizons support specialist. This feature is available 24 hours/day.
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 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

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

Reimbursement under the Vanderbilt University Tuition Benefit Plan allows for one application 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.
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.

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 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.
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.
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

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: $30.00
  - Amount Approved: $100.00
  - Amount Paid: $30.00

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.

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Application Summary

Application Information

- Participant: 5307260
- Application #: 5307260
- 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 Menu

- 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:
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.
Submitted 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.
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.
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.
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.