System Tutorial
Bright Horizons EdAssist Solutions
Spouse 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 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
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 EdAssist Solutions support specialist. This feature is available 24 hours/day.
To add a spouse to your profile, select **My Dependents** on the left hand side menu to go to the **My Dependents** page.

In the second screen select **+Add Dependent**
On the **New Dependent** page, select **+add** to enter information for your dependent.

**Note:** the **Date of Birth** must be entered as mm/dd/yyyy.

Once the information is entered, please read and accept the **Agreement** by entering your name in the signature box and select submit. If you do not accept the agreement, the application will not be submitted.

Your spouse is now added to your profile.
Once your spouse is added to your profile and is eligible, you may submit an application.

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

**Applications** are what you create to participate in the Tuition Benefit Plan.
The first step of the Application is to select a Program. Use the Blue Info Button for more information about each program. Select the “Spouse” program.

A new section will appear titled “Dependent Information”. Select your spouse in the provided drop down menu.
Application Step 1

Select “Vanderbilt University” in the Education Information section. For subsequent applications, Vanderbilt will be already populated in this section.

Enter in your spouse’s Student ID issued by Vanderbilt. If you do not know your spouse’s Student ID, please select a reason from the drop down list.
In Session Information, you will enter your spouse’s program information, such as Education Program, Student Status, along with associated tuition for one course per term.

A new application should be created for each term, up to three terms per academic year.
Application Step 2

Enter the total amount of **credit/units** that your spouse will complete.

Select if the school work was completed online, in the class room, or a blend of the two.
Application Step 3

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

Application Step 4

The Review and Submit page summarizes all the information you have entered including School, Degree Type, 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.
The Streamlined 4 Step Process

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 your application is approved, it will change to the “Approved” status. No further action is needed UNTIL your spouse completes the course.
Tracking Your Application Status

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.
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**.
Once your spouse’s course is complete 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.
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.
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.