System Tutorial
Bright Horizons EdAssist Solutions

Spouse Programs

EdAssist™
SMARTER EDUCATION MANAGEMENT®

A Bright Horizons Solution at Work

My Learning Center

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

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

By selecting **Contact Us** under **My Activity** on the left side menu**, y**ou 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 EdAssist Solutions support specialist. This feature is available 24 hours/day.

Adding A Dependent

New Dependent

General Information

➕ Add

First Name:
Last Name:
MI:
Status:
Date of Birth:

Agreement

I attest that the above dependent added is eligible to be claimed as a dependent on my Federal tax return or is my spouse by legal marriage.

Your Name:
Type Your Name Here: [   ] *

[Previous] [Save & Exit] [Submit]

Dependent General Information ✖

First Name: [   ] *
Last Name: [   ] *
MI: [   ]
Date of Birth: [   ] 📅 *

[Save] [Cancel]

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**

Adding A Dependent

New Dependent

General Information

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.

New Application

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 Streamlined 4 Step Process

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 ⓘ

Dependent Information
Dependent: --Select-- ▼ *

Contact Information
Address: Nashville, TN 37212
US
Email: tamssupport@edassist.com

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 *

[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. Select the "Spouse" program.

A new section will appear titled "Dependent Information". Select your spouse in the provided drop down menu.

The Streamlined 4 Step Process

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.

The Streamlined 4 Step Process

Application Step 2

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.

The Streamlined 4 Step Process

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.

The Streamlined 4 Step Process

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

Add Application

Step 4: Review & Submit

| Add Program Information | Add Course Information | Sign Agreement | **Review and Submit** |

Participant Information
Name:

Program
Spouse of Staff attending Vanderbilt

Contact Information
Address: Nashville, TN 37209   Edit
                            US
Phone:
Email: tamssupport@edassist.com

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:	08/01/2018 01:34 PM

Previous   Save & Exit   Submit
Cancel Application

My Activity
My Dashboard
My Learning Center
My Personal Profile
My Education Profile
My Dependents
Add Application
Contact Us

Welcome
Logout | Change Password

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

Add Application

Step 4: Review & Submit

My Activity
My Dashboard
My Learning Center
My Personal Profile
My Education Profile
My Dependents
Add Application
Contact Us

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

Participant Information
Name:

Program
Spouse of Staff attending Vanderbilt

Contact Information
Address:
Nashville, TN 37209
US
Phone:
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:	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 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.

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**.

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: Student ID - Unknown at this time
Document Type: Select One ▾ *
Upload File: chosen *
  Select One
  Corrections
  Grades
  Proof of Payment
Comment:

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.

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: Student ID - Unknown at this time
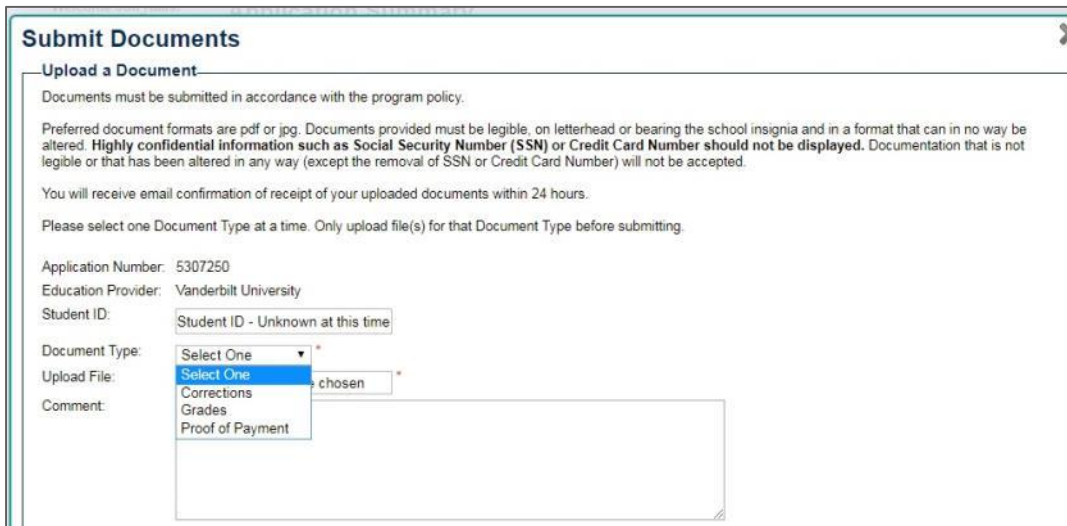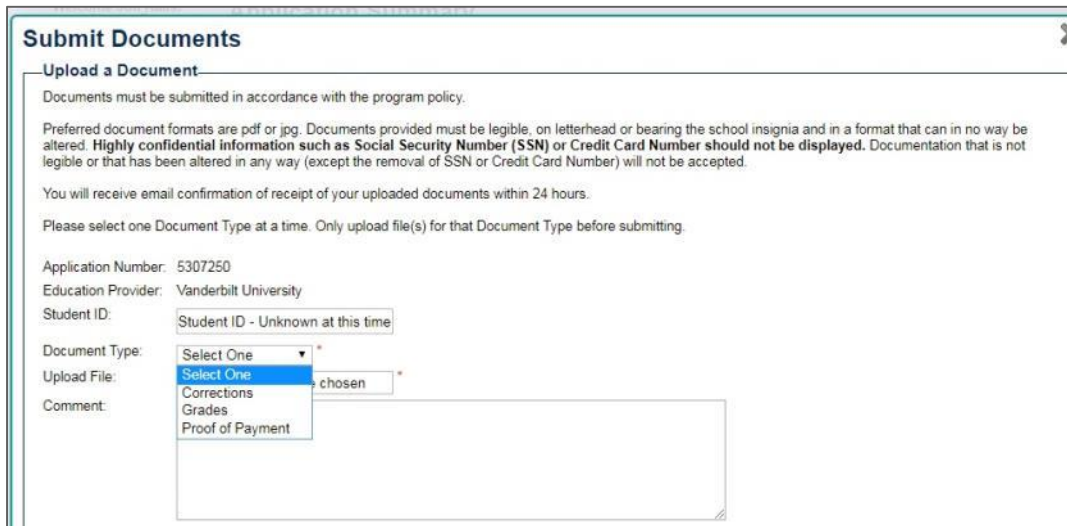Document Type: Select One
 Select One
 Corrections
 Grades
 Proof of Payment
Upload File: ...chosen
Comment:

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

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.