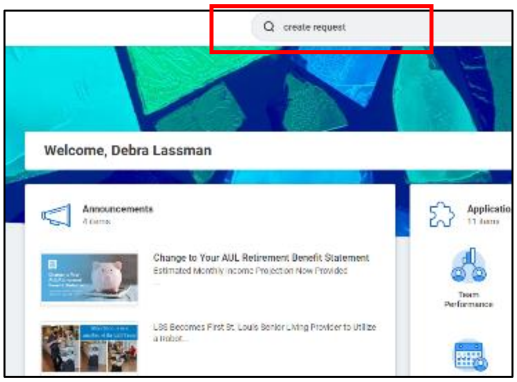
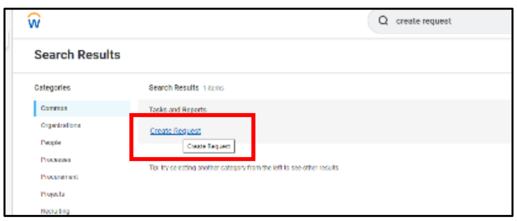
To Submit a Request

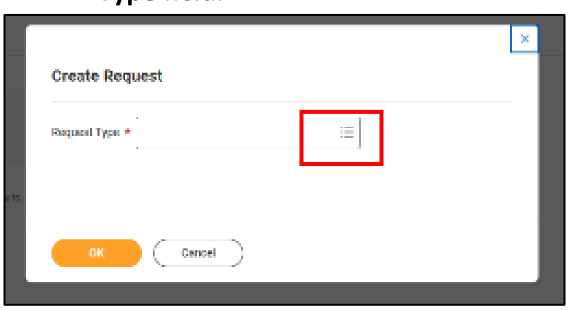
1. Login to Workday.
2. In the Search Bar at the top of the screen type in **Create Request**.



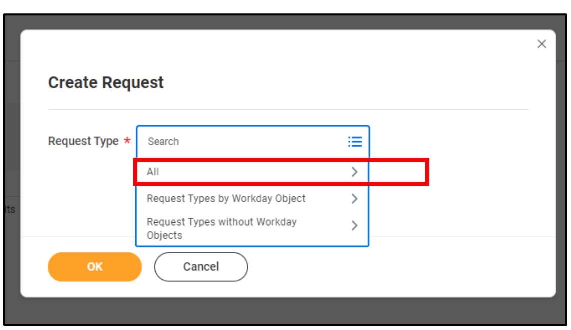
3. Click the **Create Request** Link.



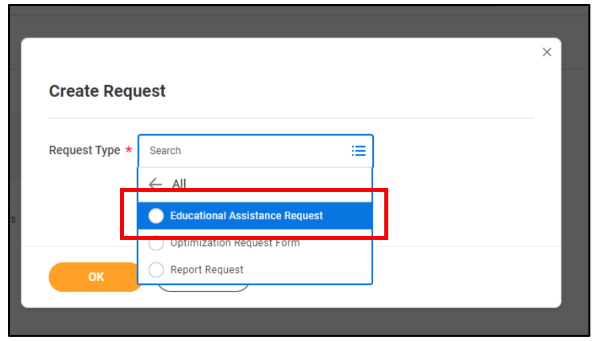
4. Click the Menu icon behind the **Request Type** field.



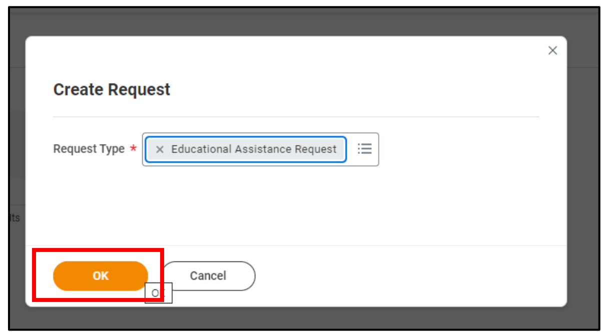
5. Select the Arrow behind **All**.



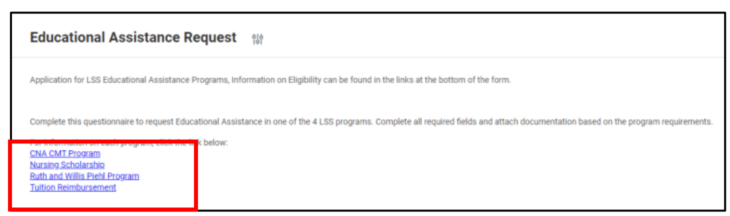
6. Select **Educational Assistance Request**.



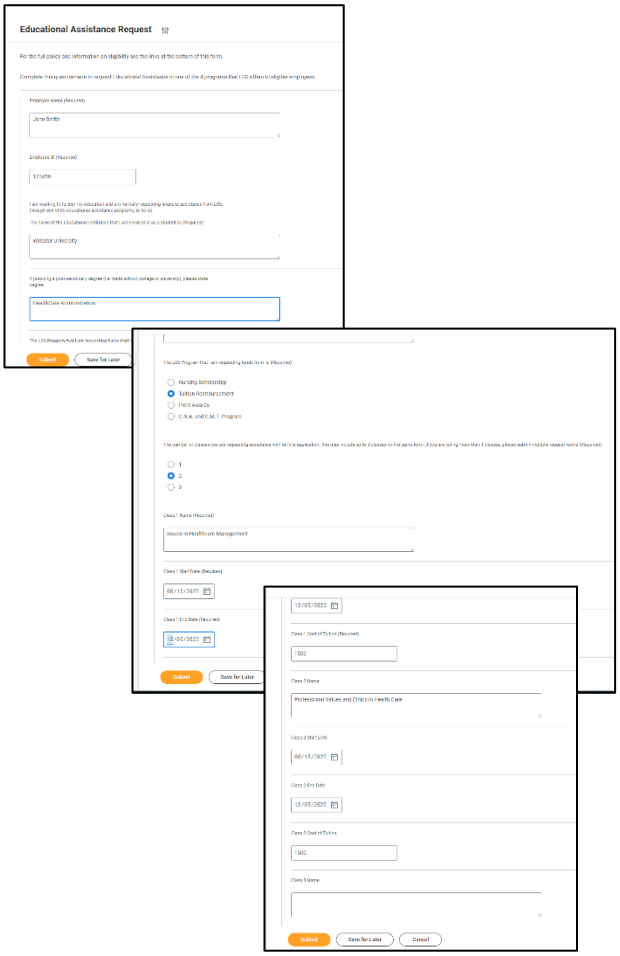
7. Click OK



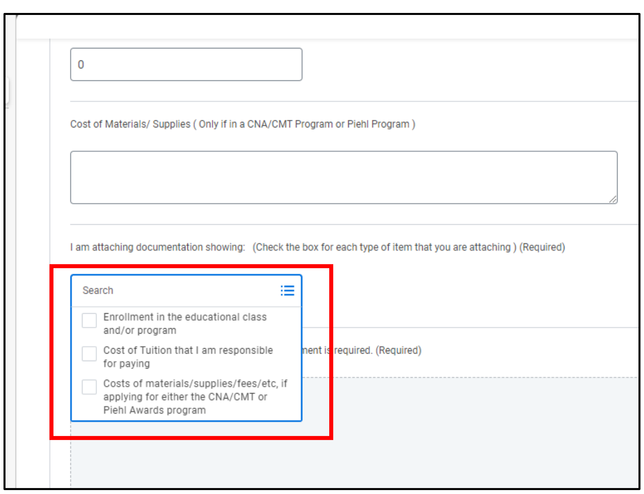
The questionnaire will display. If you need additional information about any of the Educational Assistance programs, click on the links for additional information.



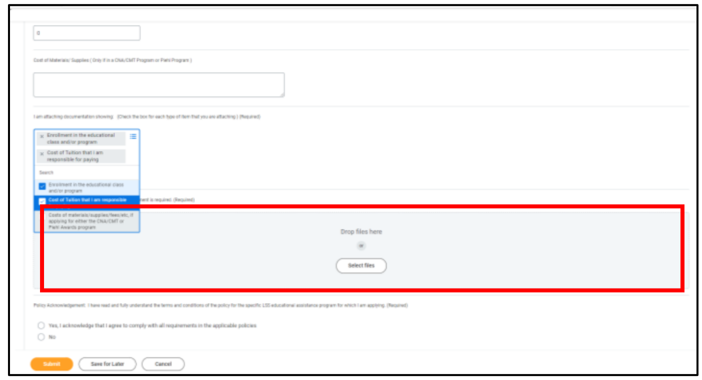
8. Complete the questionnaire making sure to answer all required fields.



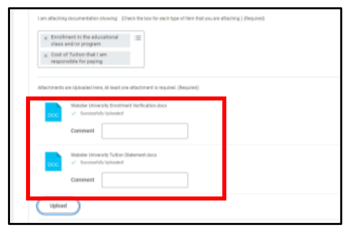
9. Select the documents that you are required to attach to your request.



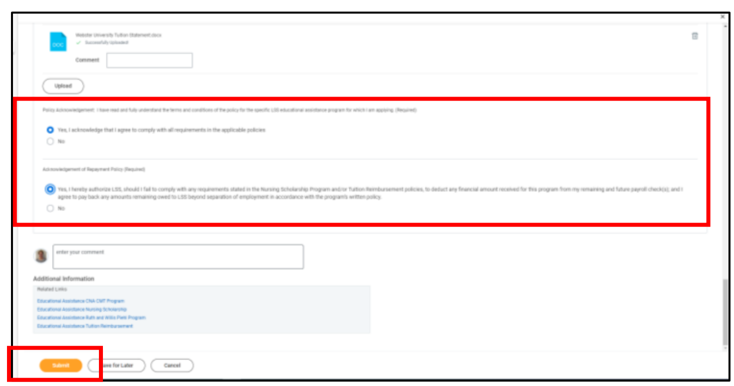
10. Click Select Files or Drag the files to the Attachments section.



11. The attached document icons will display.



12. Acknowledge that you have read and fully understand the terms and conditions of the policy for the specific LSS educational assistance program for which you are applying.
13. Acknowledge the Repayment Policy.

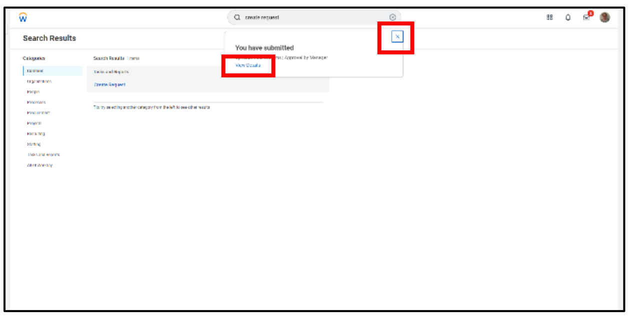


14. Click Submit
15. You will receive a notification that your request has been submitted.

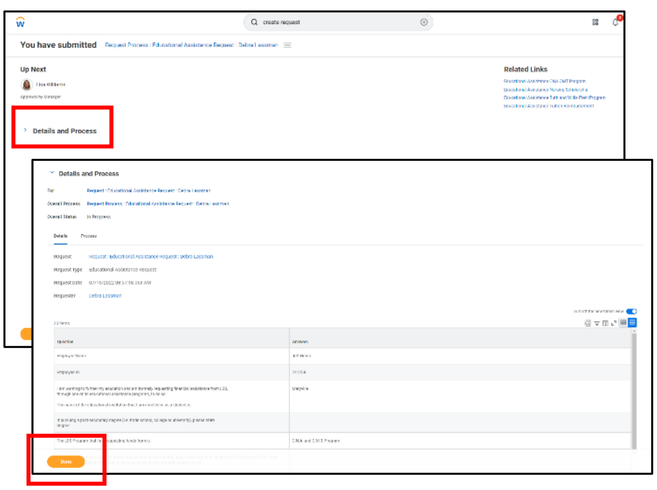
Your request has been submitted to your manager for approval. Your manager, HR Director, Executive Director, and/or the home office benefits team (i.e.

anyone along the entire review process) may send it back to you if there is missing information. If they approve it, it will be sent to the HR department to verify that you are eligible for the educational assistance you are requesting. Once HR has approved your request it will be sent to the Executive Director at your location. After their approval is entered, the process will move to the home office benefits team for approval and to process.

16. You can click the link to View Details or click the X to close the status message

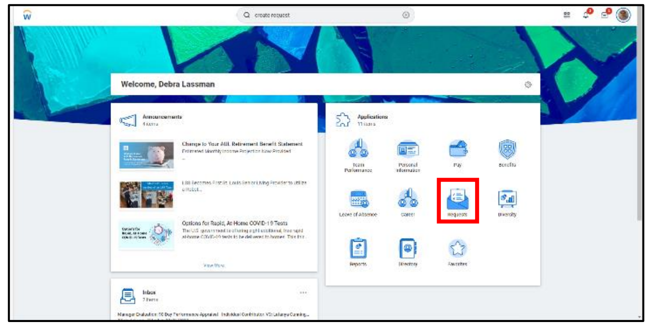


17. Clicking View Details allows Click the arrow in front of Details and Process to review the answers you submitted.
18. Click Done

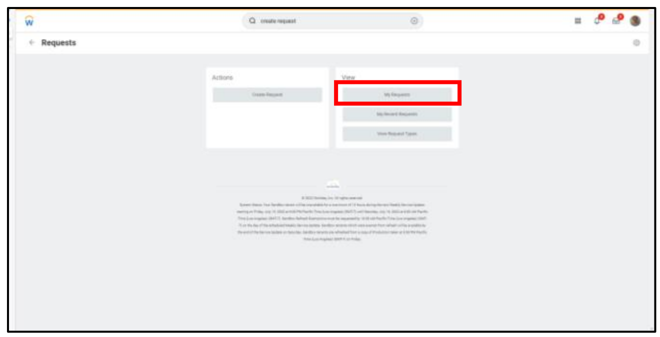


To View the Status of Your Request

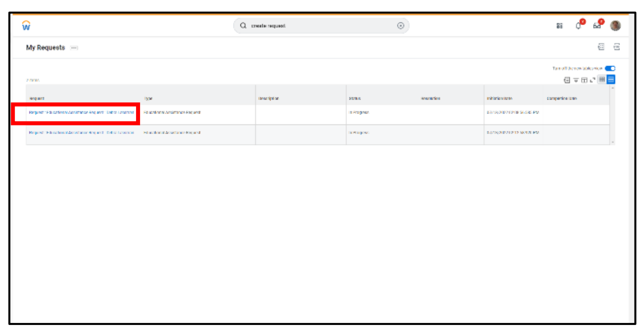
1. To view the status of your application. From the Workday Home page, select the Request icon in the Applications.

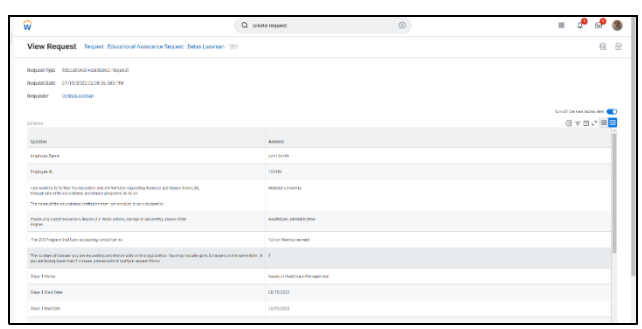


2. Click My Requests under the View column.



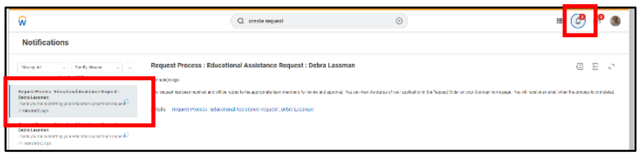
3. The status of your request is displayed.
4. You can click the request link to see the answers you submitted.





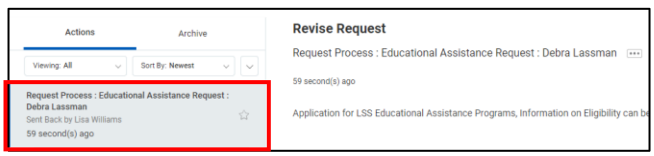
When Your Request is Approved by the Home Office Benefits Team

1. You will receive a Notification in Workday that your Request has been approved.

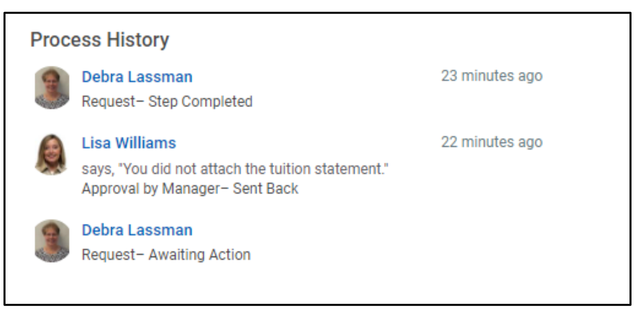


If Your Request is Sent Back to You

1. You will receive an email in your Workday Inbox that your Request has been sent back.



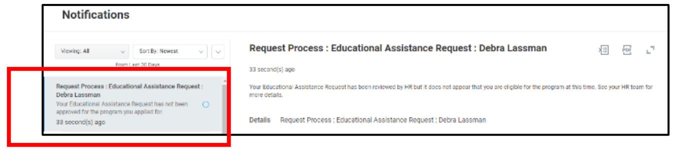
2. Select the email.
3. The request and answers you submitted are displayed on the screen.
4. Scroll to the bottom of the request to see the Process History where you can see the reason your manager has sent it back to you.
5. Complete the missing information in your request.



6. Click Submit to send it back to your manager.

If your Request is not Approved

1. You will receive a notification in Workday that your request has not been approved.



2. See your HR team for more details.