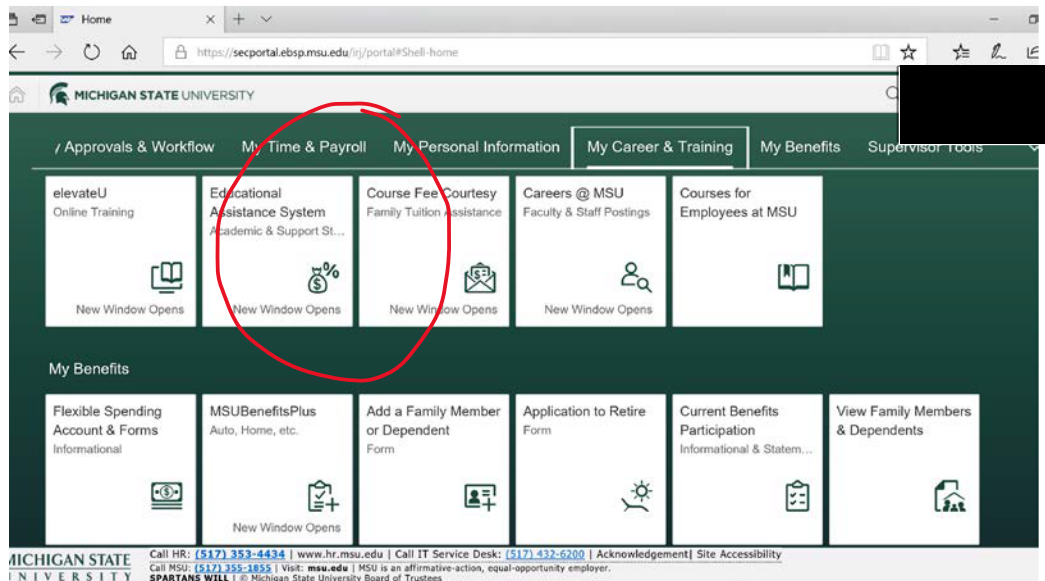


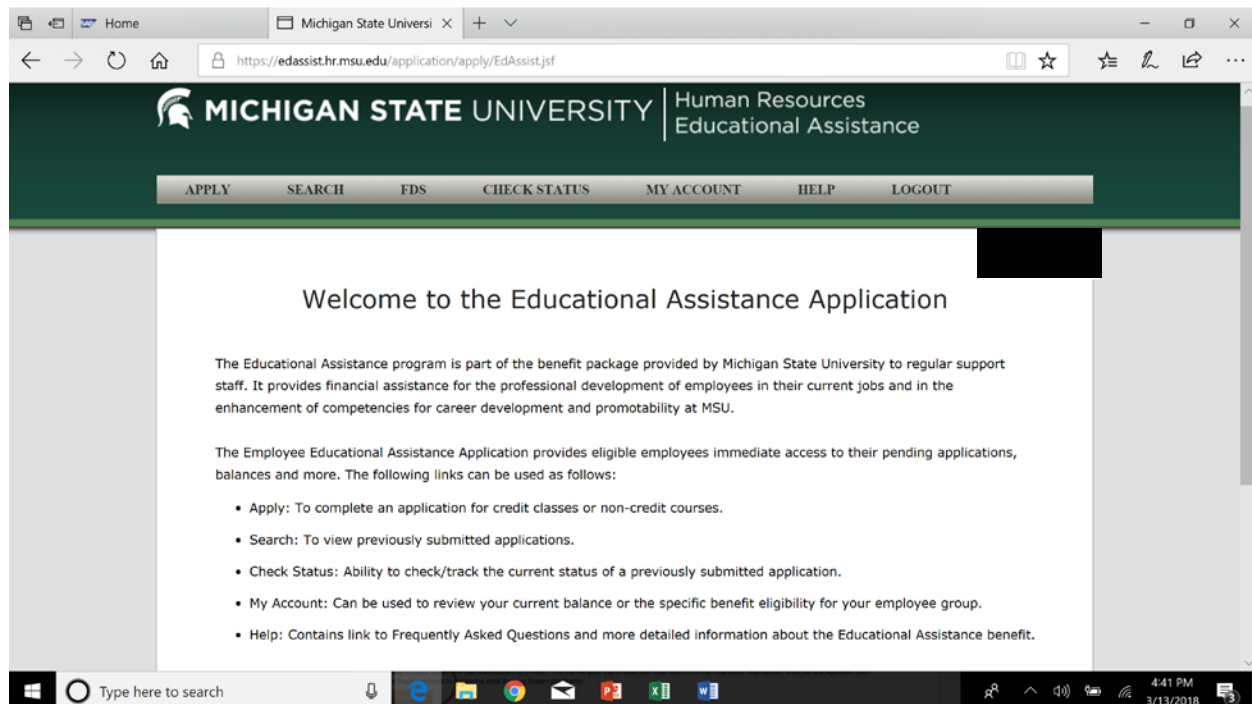


## How to Navigate EBS for Academic Specialist Education Assistance

1. Login to EBS and click on Educational Assistance System



2. You can find all the information regarding the Academic Specialist Application here, including the status of applications, your approvals and how much balance you have remaining, and more.





3. This program covers MSU credit courses. Below is what the application looks like.

Michigan State University | Home | Michigan State University | + | -

https://edassist.hr.msu.edu/application/apply/CreditApplication.jsf

APPLY SEARCH FDS CHECK STATUS MY ACCOUNT HELP LOGOUT

### Credit Course Application

#### Course Information

(\*Required Field)

Term Year\*

Institution Name\*

Course Title\*

Course ID\* Alpha Code:  Number:

Course Level\*

Payment Option\*

Fee Per Credit\*

Number of Credits\*

Statement of Benefit\*

#### Course Relevance to Job Assignment

Job Related\*

Degree Related\*

Professional and/or Career Related\*

Release Time Requested in Hours (Ex: 1.50)

Mon	<input type="text"/>	Tue	<input type="text"/>	Wed	<input type="text"/>
Thu	<input type="text"/>	Fri	<input type="text"/>	Sat	<input type="text"/>

☐ I request approval for tuition waiver or reimbursement as shown above. I have read and fully understand the [CONDITIONS OF THE EDUCATIONAL ASSISTANCE BENEFIT](#). I certify the above information is true and accurate.

☐ Eligibility for educational assistance is based on one's employee status at the University. If a change in employee status occurs during the semester the eligibility requirements may be impacted. Please use the following link for further assistance, <http://www.hr.msu.edu/codev/EdAssist.htm>

Submit Application



- You can find your balance for each academic year (with a maximum of 12 credits).

EdAssist Balance for Academic Year 2017-18	
<b>Credit Courses</b>	
Total Credits Eligible	12
Credits Used	0
Credits Encumbered*	0
Credits Available	12
<b>Non Credit Courses</b>	
Total Non-Credit Eligible	\$0.00
Non-Credit Amount Used	\$0.00
Non-Credit Amount Encumbered*	\$0.00
Non-Credit Amount Available	\$0.00

\*Applications filed but not completed yet.

- You can also see the status of all of your applications (current and historical).

Term Year	Course Title	Status	Date Submitted
Summer 2016	<a href="#">(CJ 809) Topics in Criminal Justice: Understanding Product Counterfeiting</a>	Processed By MSU HR	06/24/2016 08:27 AM
Summer 2015	<a href="#">(CJ 809) Topics in Criminal Justice</a>	Cancelled	04/23/2015 04:02 PM

\*\*Processing applications for the Fall semester will begin after tuition amounts for a new academic year have been determined by the MSU Board of Trustees.



6. This page includes the type of courses covered under the Academic Specialist benefits.

The screenshot shows a web browser window with the URL <https://edassist.hr.msu.edu/application/summary/EdAssistCoverage.jsf>. The page title is "Educational Assistance Benefit Summary" for "Academic Year 2017-18". A table lists the types of courses covered for Employee Group: SPEC.

Employee Group: SPEC	
MSU Undergraduate Classes	100% of MSU lifelong tuition rate; maximum 12 credits
MSU Graduate Classes	100% of MSU lifelong tuition rate; maximum 12 credits
Michigan Based Schools Undergraduate	Not Covered
Michigan Based Schools Graduate	Not Covered
Non-Michigan Based Schools	Not Covered
Primarily Online Institutions	Not Covered

The bottom of the screenshot shows a Windows taskbar with the search bar, taskbar icons for Edge, File Explorer, Chrome, Mail, PowerPoint, Excel, and Word, and system tray icons for network, volume, and date/time (4:43 PM, 3/13/2018).