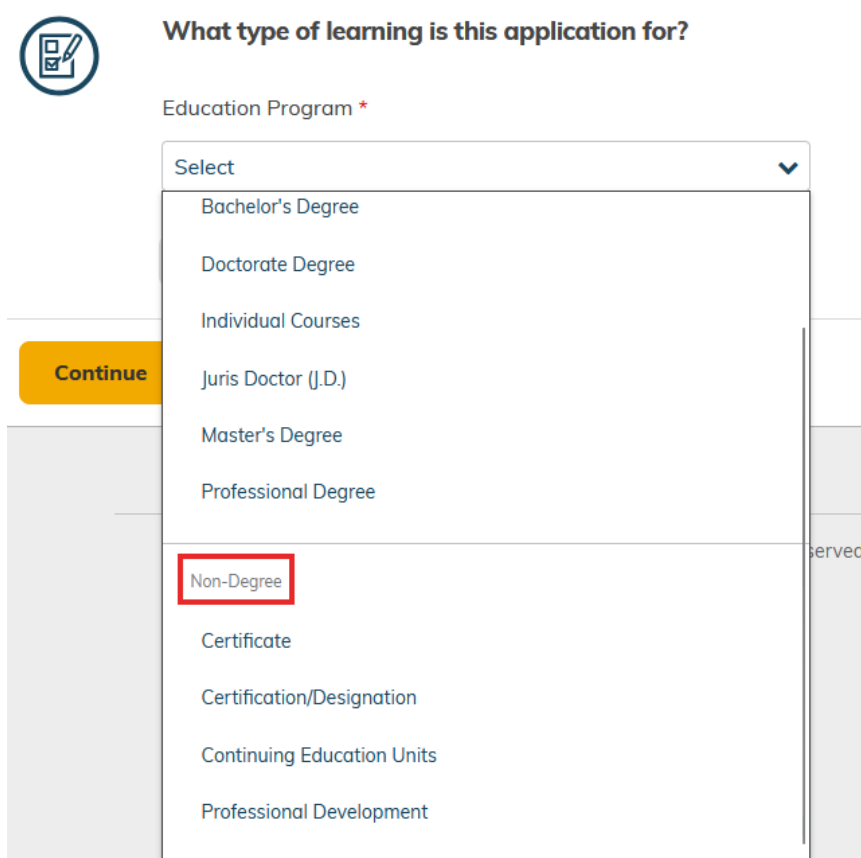## EdAssist: Non-Degree "Other" Option Reference Guide

1. Select the type of non-degree learning your application pertains to under the **"What type of learning is this application for?"** section, then click **Next Question**
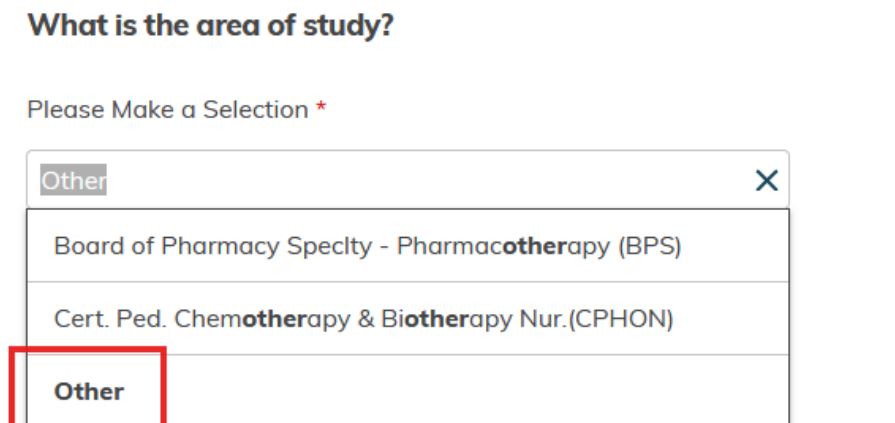
2. In the **"What is the area of study?"** section, type and select **Other** in the selection box

3. Type the name of the program your application is for in the **"Other Field of Study"** box and select the category that best fits this type of learning under the **"What Category best fits this type of learning?"** dropdown menu

4. Complete all remaining fields in the application and submit it to ensure it is routed to your supervisor for review.

   NOTE: Eligible employees may apply online through EdAssist once they have enrolled in and paid the upfront cost of the course.

5. Once your application has been approved and you have uploaded an itemized invoice/proof of payment, your reimbursement will be processed for the next available payroll cycle. To keep the time between your payment for the course and your reimbursement for it to a minimum, we advise you to submit your application and itemized invoice as soon as possible.

6. Once your course is completed you have 30 days from the course completion date to submit your proof of grades via EdAssist.