Program agenda

Education Assistance for self
Education Assistance for self

- Once the employee signs in, the home page will be displayed.
- Click on the Me tab and then click on Education Assistance for Self icon.

Note: Education Assistance for self is given based on employee's eligibility.

Click Create Request.
Education Assistance for self

- Enter all the mandatory and relevant fields.
- All the eligible children will be listed in **Child Name** Field.
- The employee may choose a QF or a non QF School.
- Attach necessary documents in Drag and Drop section.

- Click **Next**.
Education Assistance for self

- Review all the details entered.
- Click **Submit** and it will be sent for approvals.

- Once the request is submitted, you can search for the submitted requests using Person Number, Status, Requested Number, Created from and Created To.