

Entering an EDF Application for Reimbursement

1. Go to My Ohio.gov. Enter your assigned **OAKS User ID:** and **Password:**

The screenshot displays the myOhio.gov website interface. At the top left is the myOhio logo. A search bar is located at the top right, containing the text 'myOhio.gov' and a 'Go' button. Below the search bar is a navigation menu with links for Home, Health & Benefits, Career Resources, Phone Search, Help, and Ohio.gov. The main content area features a news item titled 'Catamaran eligibility issues resolved' with a sub-image of a pharmacist. Below this is a 'State of Ohio User ID Sign In' form with fields for 'User ID:' and 'Password:', a 'Sign In' button, and links for 'Forgot Password' and 'Contact Info'. A 'FIN System Alerts' section is also visible, listing recent updates. At the bottom of the page, there is a footer with links for 'System Availability', 'Contact/Help Desk Information', and 'Privacy Statement'.

2. Click on [Career Resources](#) and [EDF Reimbursement Request](#):

The screenshot shows the OhioDAS website interface. At the top, there is a navigation bar with the following items: Home, Health & Benefits, **Career Resources** (highlighted), Phone Search, Help, and Ohio.gov. Below the navigation bar, the main content area is divided into several sections:

- My Learning (ELM)**
 - All Learning (ELM)
- Professional Development**
 - EDF Reimbursement Request** (highlighted)
 - EDF Reimbursement History
 - OLPD Home Page
 - Learn It Ohio (Exempt or IT)
- ePerformance**
 - My Performance Documents
 - My Development Documents
- Career Aids**
 - State Job Search
- Manager Tasks**
 - ePerformance Performance Docs
 - ePerformance Development Docs
 - ePerformance Document Approval
 - ePerformance Approval Status
 - ePerformance Other Documents
- OAKS Home Pages and Job Aids**
 - Portal Admin Home
 - BI Information Home
 - CRM Information Home
 - ELM Information Home
 - FIN Information Home
 - HCM Information Home

On the right side of the page, there are several quick access panels:

- Self Service Quick Access**
 - myPay
 - myTravel
- OAKS Quick Access**
 - Business Intelligence > BI Home
 - Customer Relationship Management > CRM Home
 - Enterprise Learning > ELM Home
 - Financials > FIN Home
 - Human Capital Management > HCM Home
- State Library of Ohio**
 - Ask a Librarian

At the bottom of the page, there are sections for "DAS News Archive", "Subscribe", and "My Events".

Once you have followed the navigation to Employee Development Fund Req, the “Tuition Reimbursement Request” form will appear.

Please Note: The [Find an Existing Value](#) tab is for previous applications entered by an employee in which a previous Request Number has been assigned. The employee also has the option of locating all applications they have submitted in a given Fiscal Year by entering the year and clicking the [Search](#) tab.

The screenshot displays the myOhio website interface. At the top, the myOhio logo is on the left, and a search bar with 'myOhio.gov' and a 'Go' button is on the right. Below the logo is a navigation menu with items like Home, My Info, Time & Money, Health & Benefits, Career Resources, Phone Search, Help, and Ohio.gov. A 'Welcome' message and 'Sign out' link are also visible. The main content area is titled 'Employee Development Fund Req' and contains a search form. The search form has two tabs: 'Find an Existing Value' (highlighted in blue) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there are search criteria for 'Request Number' (with a dropdown set to 'begins with') and 'Fiscal Year' (with an equals sign dropdown). There is also an 'Include History' checkbox and a 'Limit the number of results to (up to 300): 300' field. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A left sidebar is open, showing a map of Ohio and a list of links: 'EDF Job Aids', 'EDF - FAQs', and 'EDF Job Aid'. The 'EDF Job Aid' link is highlighted in blue.

Please Note: The [left panel contains](#) links to [EDF – FAQs](#) and the [EDF Job Aid](#). The remainder of this Job Aid will only display where to enter data.

- In order to enter a new application, first, click on **Add a New Value** tab. Here, the Request Number, Empl ID, and the Union Code will automatically populate. Next, click the **Add** tab to enter a new application.

Employee Development Fund Req

Request Number:
 Empl ID:
 Union Code:

[Find an Existing Value](#) | [Add a New Value](#)

The Employee Development Fund Req page will appear. This is the EDF form you will key in all relevant information regarding your reimbursement.

- Click on the **magnifying glass** icon next to the **Course Provider** Box.

Disbursement of funds is contingent . . . funds

Course Information

Request Number Request Status

Course Provider

Fiscal Year

*Fund

*Program

Personalize Find <input type="text" value=""/> <input type="button" value="🔍"/> First 1 of 1 Last				
Course Name	Begin Date	End Date	Course Amount	
1 <input type="text" value=""/>	<input type="text" value=""/> <input type="button" value="📅"/>	<input type="text" value=""/> <input type="button" value="📅"/>	<input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

*Requested Amount

Grants / Scholarships

A list of accredited colleges and universities will appear.

- In **Description**, type in the name of the provider and click **Look Up**.

Look Up Course Provider

Course Provider: begins with

Description: begins with Muskingum

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-170 of 170 Last

Course Provider	Effective Date	Description
1	01/01/1901	Ohio State University
10	01/01/1901	University of Cincinnati
100	01/01/1901	Ohio College of Podiatric Medicine
101	01/01/1901	Ohio Dominican University
102	01/01/1901	Ohio Mid-Western College
103	01/01/1901	Ohio Northern University
104	01/01/1901	Ohio Wesleyan University
105	01/01/1901	Otterbein University
106	01/01/1901	Payne Theological Seminary
107	01/01/1901	Pontifical College Josephinum
108	01/01/1901	Queens University
109	01/01/1901	Rabbinical College of Telshe
11	01/01/1901	Cleveland State University
110	01/01/1901	Rosedale Bible College
111	01/01/1901	Saint Mary Seminary & Graduate School of Theology
112	01/01/1901	Southern Baptist Theological Seminary
113	01/01/1901	Spring Arbor University
114	01/01/1901	Temple Bible College
115	01/01/1901	Thomas More College
116	01/01/1901	Tiffin University
117	01/01/1901	Trinity Evangelical Divinity School of Trinity Int
118	01/01/1901	Trinity Lutheran Seminary
119	01/01/1901	Tri-State Bible College
12	01/01/1901	Kent State University
120	01/01/1901	Union Institute & University
121	01/01/1901	United Theological Seminary
122	01/01/1901	University of Dayton
123	01/01/1901	University of Findlay
124	01/01/1901	University of Mount Union
125	01/01/1901	University of Northwestern Ohio
126	01/01/1901	University of Notre Dame
127	01/01/1901	University of Pittsburgh
128	01/01/1901	University of Rio Grande
129	01/01/1901	University of Scranton
13	01/01/1901	Miami University
130	01/01/1901	University of Southern California
131	01/01/1901	Urbana University

6. Select the **Course Provider** needed.

Look Up Course Provider ✕

[? Help](#)

Course Provider:

Description:

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Course Provider	Effective Date	Description
70	01/01/1901	Muskingum University

Please note: If your provider does not show up in the list of providers after clicking **Look Up**, click on the Description drop down and click on **contains** and retype the provider's name and click **Look Up** again.

Look Up Course Provider ✕

[? Help](#)

Course Provider:

Description:

[Basic Lookup](#)

- Click on the magnifying glass icon next to the ***Fund** Box.

Disbursement of funds is contingent upon the availability of funds

Course Information

Request Number: 1 Request Status: In Progress

Course Provider:

Fiscal Year: 2016 Muskingum University

*Fund:

*Program:

Course Name	Begin Date	End Date	Course Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Requested Amount:

Grants / Scholarships:

- Select **Event Fund** or **Tuition Fund**.

Look Up Fund ? Help

Union Code: EX

Fiscal Year: 2016

Tuition Fund: begins with ▼

[Basic Lookup](#)

Search Results

View 100 First ◀ ▶ 1-2 of 2 ▶ Last

Union Group	Tuition Fund	Description
EXMP	EVT	Event Fund
EXMP	TUI	Tuition Fund

- Click on the magnifying glass icon next to the ***Program** Box.

Disbursement of funds is contingent upon the availability of funds

Course Information

Request Number _____ Request Status **In Progress**

Course Provider

Fiscal Year 2016 Muskingum University

*Fund

***Program**

Personalize Find First 1 of 1 Last				
Course Name	Begin Date	End Date	Course Amount	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

*Requested Amount

Grants / Scholarships

- Select reimbursement type (**Event, Tuition**).

Look Up Program ✕

? Help

Union Code: EX

Fiscal Year: 2016

Tuition Fund: EVT

Tuition Program:

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Union Group	Tuition Program	Description
EXMP	E	Event

11. Enter the name of the course being submitted in the **Course Name**. Click on the **Begin and End date drop downs** to enter the course start and end period. Enter the requested **amount** of the reimbursement.

Disbursement of funds is contingent upon the availability of funds

Course Information

Request Number: 1 Request Status: In Progress

Course Provider:

Fiscal Year: 2016 Muskingum University

*Fund: Event Fund

*Program: Event

Course ID	Course Name	Begin Date	End Date	Course Amount
1	<input type="text" value="Accounting 101"/>	<input type="text" value="05012015"/> <input type="button" value="B"/>	<input type="text" value="06302015"/> <input type="button" value="B"/>	<input type="text" value="1200"/> <input type="button" value="+"/> <input type="button" value="-"/>

*Requested Amount:

Grants / Scholarships:

Requestor Comment:

Approver Comment:

Please note: For multiple courses click the **Plus Button** at the end of each entry.
Enter **Grants/Scholarships** and **Requested Amount**.

Disbursement of funds is contingent upon the availability of funds

Course Information

Request Number 1 Request Status In Progress

Course Provider 70

Fiscal Year 2016 Muskingum University

*Fund EVT Event Fund

*Program E Event

Course Name	Begin Date	End Date	Course Amount	
1 ACCOUNTING 101	05/01/2015	06/30/2015	1200.000	+ -
2 BOOK FEE	05/01/2015	06/30/2015	150.000	+ -
3 INTRO TO COMPUTER APPS AND CONCEPTS	05/01/2015	06/30/2015	1200.000	+ -
4 LAB FEE	05/01/2015	06/30/2015	150.000	+ -

*Requested Amount 1500.000

Grants / Scholarships 1200.000

Requestor Comment

Approver Comment

12. To attach documents, click on **Add Attachment**.

Personalize Find First 1-4 of 4 Last				
	Course Name	Begin Date	End Date	Course Amount
1	ACCOUNTING 101	05/01/2015	06/30/2015	1200.000
2	BOOK FEE	05/01/2015	06/30/2015	150.000
3	INTRO TO COMPUTER APPS AND CONCEPTS	05/01/2015	06/30/2015	1200.000
4	LAB FEE	05/01/2015	06/30/2015	150.000

*Requested Amount

Grants / Scholarships

Requestor Comment

Approver Comment

Instructions

Please enter appropriate amounts and choose using lookups where appropriate. [Instruction Document](#)

Personalize Find First 1 of 1 Last		
	View Attachment	Attachment
<input type="checkbox"/>	1 View Attachment	

13. Click **Browse**.

File Attachment ? Help

14. Highlight the **document** you want to attach. Click **Open**.

Documents library
My Documents Arrange by: Folder ▾

Name	Date modified	Type	Size
My Music	6/9/2015 10:41 PM	File folder	
My Pictures	6/9/2015 10:41 PM	File folder	
Muskingum Cost Activity.docx	6/18/2015 9:33 AM	Microsoft Word D...	12 KB
Muskingum Payment of Cost Activity.docx	6/18/2015 9:30 AM	Microsoft Word D...	12 KB
Muskingum Proff of Attendance.docx	6/18/2015 9:39 AM	Microsoft Word D...	12 KB

me: All Files (*.*)

15. Click **Upload**.

File Attachment ? Help

C:\Users\10041584\Documents\My Documents\Muskingu

Please note: For multiple documents repeat Steps 12, 13, 14 and 15. Attachments can be viewed prior to submission. Once the application is submitted the attachments will no longer be available to view until the application has been approved or pushed back for further information.

16. Click on **Save** then click **Submit**. To delete an attachment check the box for the attachment you would like to delete and click **Delete Attachment**.

Personalize Find [A] [Grid] First 1 of 1 Last		
	View Attachment	Attachment
<input type="checkbox"/>	1 View Attachment	Muskingum_Payment_of_Cost_Activity.docx

Add Attachment

Delete Attachment

Submit

Last Update By

Last Update Date/Time

Save

Notify

Refresh

Please note: Once submitted, **Add Attachment**, **Delete Attachment** and **Submit** will grey out and the **Last Update by** and **Last Update Date/Time** will be updated.

	View Attachment	Attachment
<input type="checkbox"/>	1 View Attachment	Muskingum_Payment_of_Cost_Activity.docx

Add Attachment

Delete Attachment

Submit

Last Update By 10041584
Last Update Date/Time 06/26/15 6:45:45PM

Save

Notify

Refresh