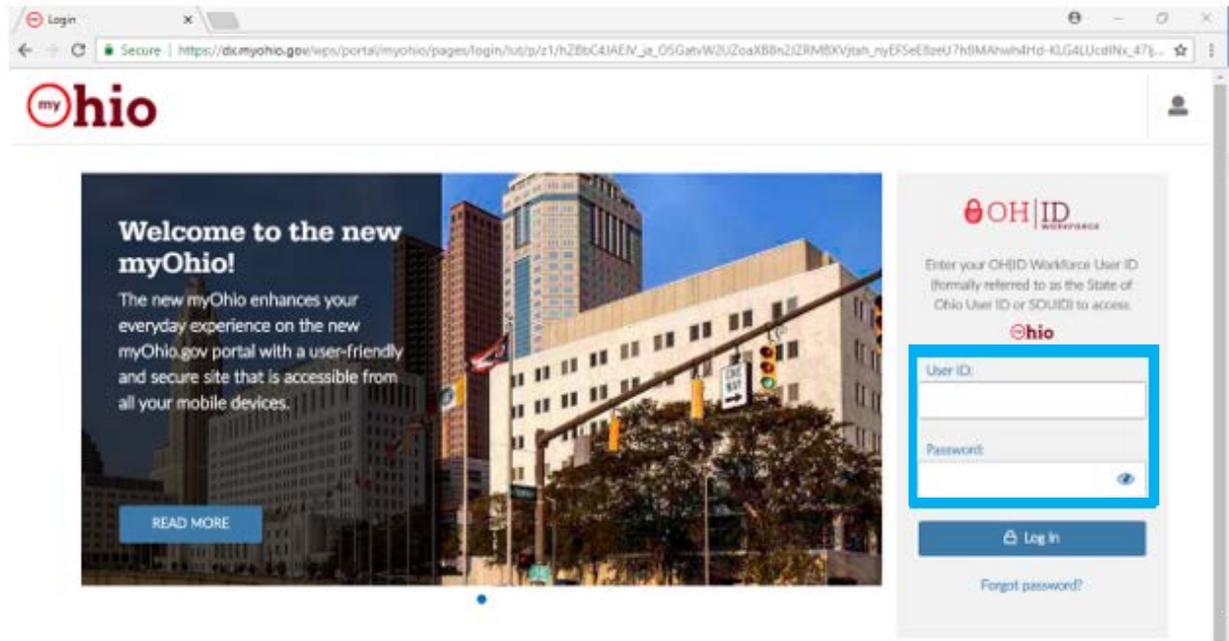
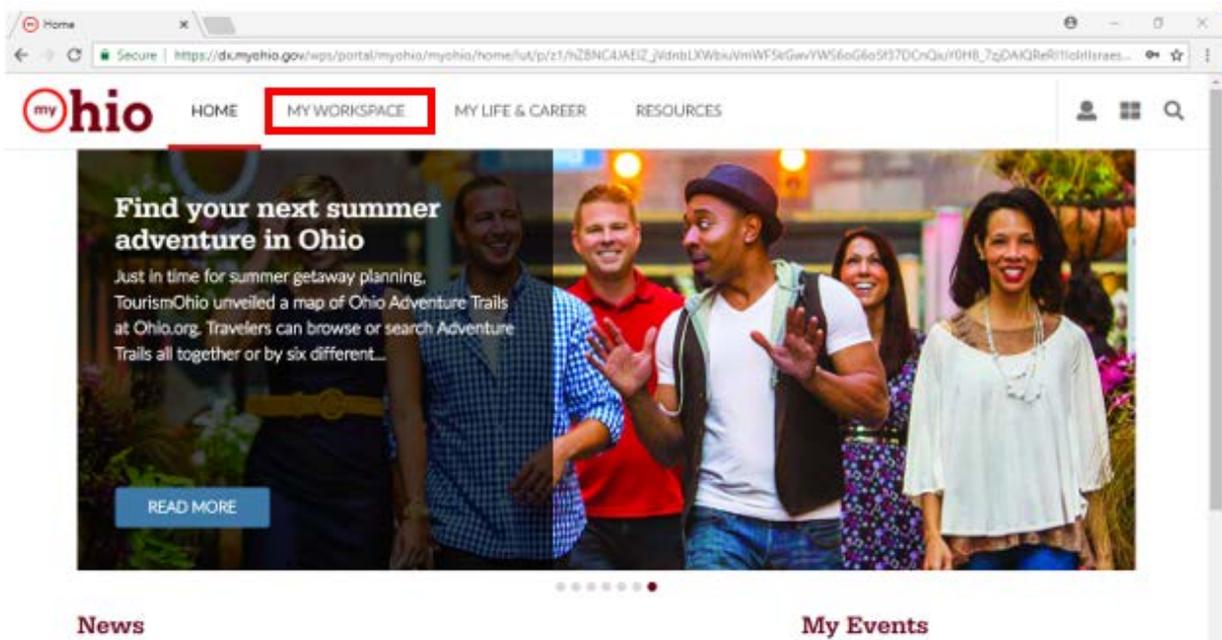


## Entering an EDF Application for Reimbursement

1. Sign into **myOhio**:



2. Click on MY **WORKSPACE**:





3. Click on **Professional Development Funds:**

The screenshot shows the myOhio Resources Directory page. The navigation bar includes 'HOME', 'MY WORKSPACE', 'MY LIFE & CAREER', and 'RESOURCES'. The 'Applications' tab is selected. The main heading is 'Resources Directory' with sub-tabs for 'By Topics' and 'A-Z'. A search bar is present with the placeholder text 'Start typing to filter content within this resource directory...'. Below the search bar, there are three columns of links:

- Self Service Quick Access:** myPay, myKronos, myBenefits, myLearning, myTravel, myPerformance, myInfo, and **Employee Development Fund** (highlighted with a green box).
- Quick Access:** Cognos Enterprise, Customer Relationship Management, Financials, Human Capital Management, Tableau Enterprise, Careers Website, Applications, and OAKS EPM.
- How do I...:** Update Security Options, Forgot password, Change Current Password, Sign in for the First Time (Employee), and Update Profile (Employee).

At the bottom, there is a **Help** section with links for 'Contact / Help' and 'myOhio Tour'.

4. Click on **EDF Reimbursement Request**

The screenshot shows the myOhio Professional Development Funds page. The navigation bar is the same as in the previous screenshot. The main heading is 'Professional Development Funds'. Below the heading, there is a sub-heading 'Professional Development Funds' and two links: 'EDF Reimbursement History' and **EDF Reimbursement Request** (highlighted with a blue box).

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.

Professional Development | Employee Development |  
Secure | https://ohcm.oaks.ohio.gov/psc/hcprd/EMPLOYEE/HRMS/c/OH\_TC\_MENU.OH\_TUT\_EMP\_RQST.GBL  
New Window | Help

**Employee Development Fund Req**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

Search Criteria

Request Number: begins with [ ]  
Fiscal Year: [ ]  
Limit the number of results to (up to 300): [300]

Search | Clear | Basic Search | Save Search Criteria

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

- 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

**Find an Existing Value** | **Add a New Value**

Request Number: 22  
Empl ID: 100  
Union Code: EX

**Add**

[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 \_\_\_\_\_ of funds

**Course Information**

Request Number 1 Request Status In Progress

Course Provider

Fiscal Year 2016

\*Fund

\*Program

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

\*Requested Amount

Grants / Scholarships

A list of accredited colleges and universities will appear.

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

**Look Up Course Provider**

Course Provider: begins with

Description: begins with

**Look Up** Clear Cancel Basic Lookup

**Search Results**

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	Urban University

8. Select the **Course Provider** needed.

### Look Up Course Provider

[? Help](#)

Course Provider: begins with

Description: begins with

[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 on **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: begins with

Description: **contains**

[Basic Lookup](#)

9. 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 70

Fiscal Year 2016 Muskingum University

\*Fund

\*Program

Course Name	Begin Date	End Date	Course Amount
1			

\*Requested Amount

Grants / Scholarships

10. Select **Event Fund** or **Tuition Fund**.

**Look Up Fund**

Union Code: EX  
Fiscal Year: 2016  
Tuition Fund: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-2 of 2 Last

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

11. 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

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

\*Requested Amount

Grants / Scholarships

12. Select reimbursement type ([Event](#), [Tuition](#)).

**Look Up Program** [X] [?] Help

Union Code: EX  
Fiscal Year: 2016  
Tuition Fund: EVT  
Tuition Program: begins with

[Basic Lookup](#)

**Search Results**

View 100 First 1 of 1 Last

Union Group	Tuition Program	Description
EXMP	E	Event



13. 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: 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

\*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:

14. To attach documents, click on [Add Attachment](#).

	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**

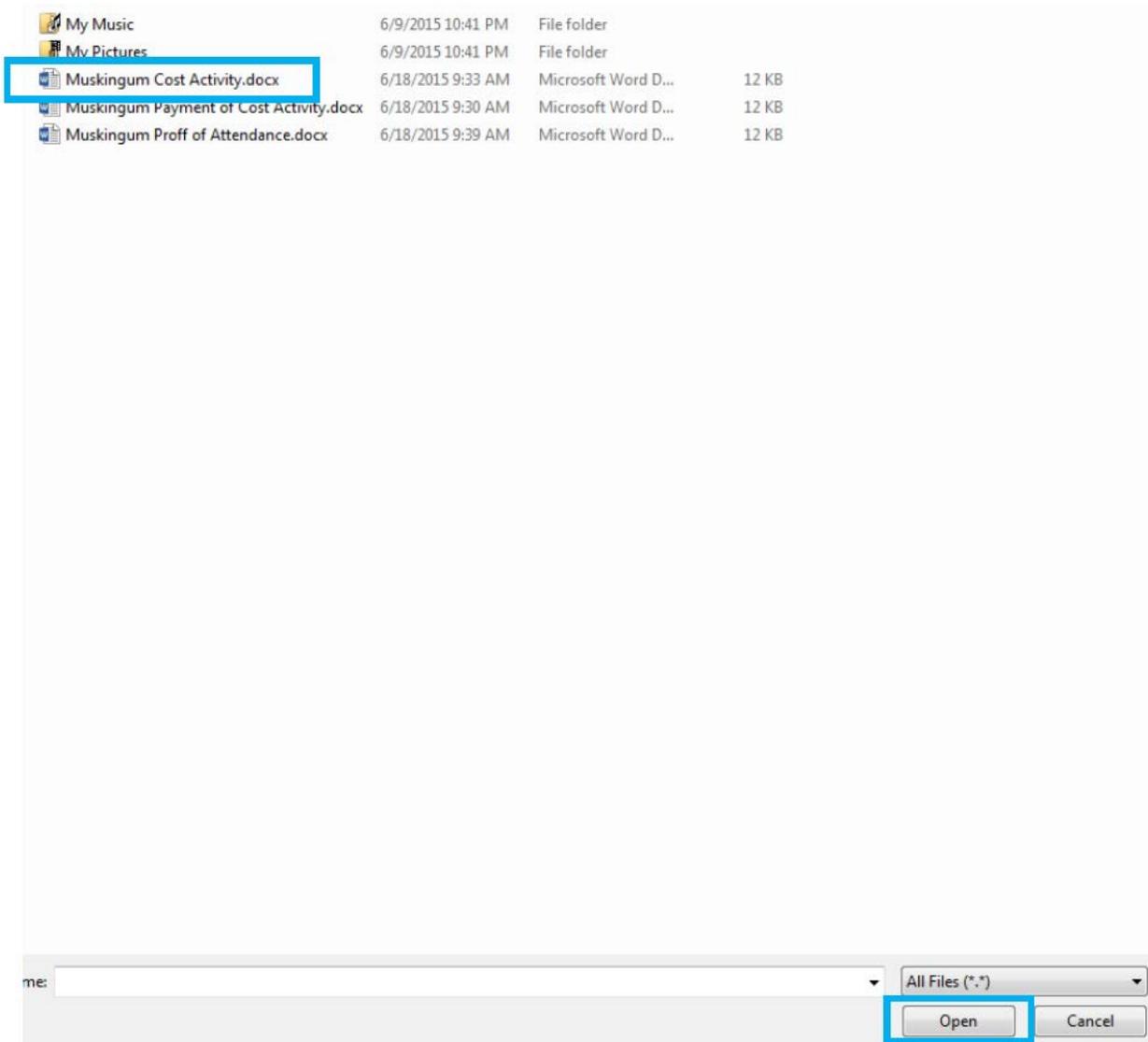
Please enter appropriate amounts and choose using lookups where appropriate. [Instruction Document](#)

	View Attachment	Attachment
<input type="checkbox"/>	1 <a href="#">View Attachment</a>	

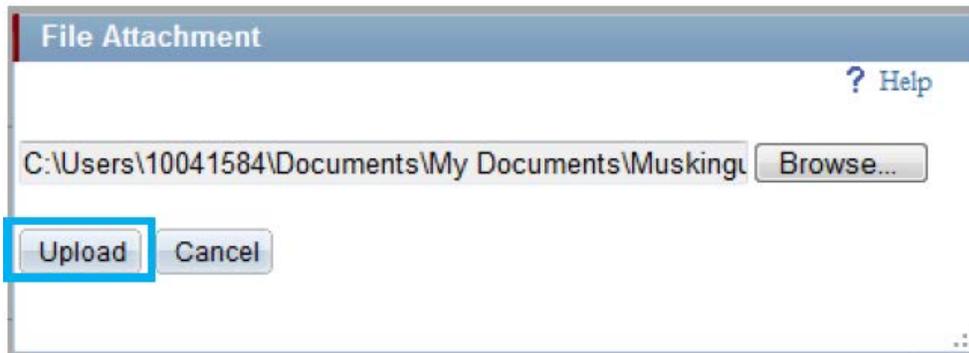
15. Click [Browse](#).

File Attachment ? Help

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



17. Click **Upload**.



**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.

18. 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**. **Please note: you MUST click Save before Submit.**

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

