

## Logging into the Tuition Remission System for Retirees of USM Institutions

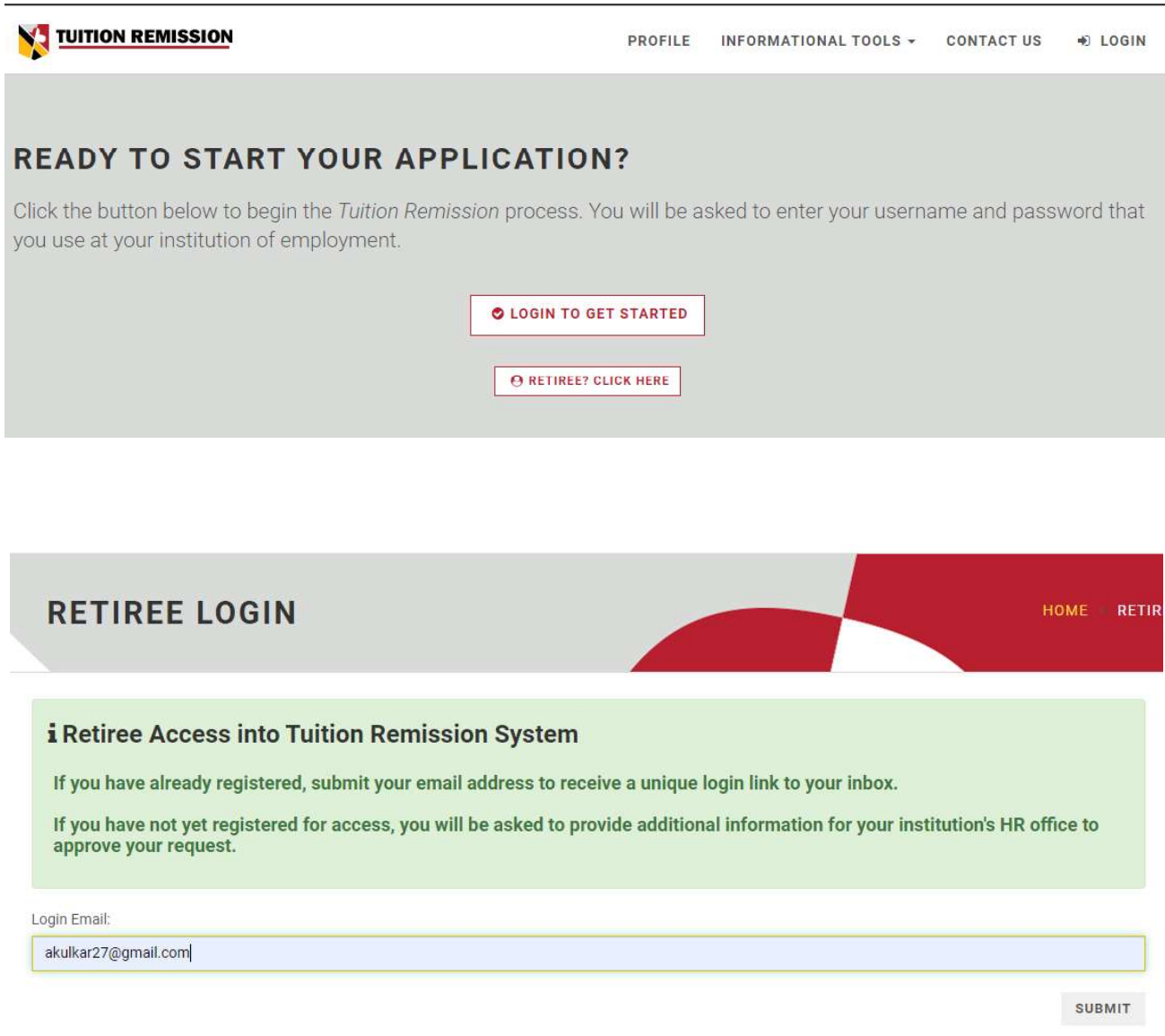
Site URL: <https://www.usmd.edu/tuition-remission/retirees>

### 1.) Visit the Website

- a. Go to [www.usmd.edu/tuition-remission/retirees](https://www.usmd.edu/tuition-remission/retirees).
- b. Alternatively, visit [www.usmd.edu/tuition-remission](https://www.usmd.edu/tuition-remission) and click on the "Retiree Login" button to be taken to the appropriate page.

### 2.) Enter Your Email Address

- a. Input your personal email address (non-institution-affiliated) in the "Login Email" field.



The screenshot shows the Tuition Remission website interface. At the top left is the logo and name "TUITION REMISSION". To the right are navigation links: "PROFILE", "INFORMATIONAL TOOLS", "CONTACT US", and "LOGIN". The main content area has a heading "READY TO START YOUR APPLICATION?" followed by a paragraph: "Click the button below to begin the *Tuition Remission* process. You will be asked to enter your username and password that you use at your institution of employment." Below this are two buttons: "LOGIN TO GET STARTED" and "RETIREE? CLICK HERE".

Below the main content is a "RETIREE LOGIN" section with a red and white decorative graphic. It contains the heading "Retiree Access into Tuition Remission System" and two paragraphs of instructions: "If you have already registered, submit your email address to receive a unique login link to your inbox." and "If you have not yet registered for access, you will be asked to provide additional information for your institution's HR office to approve your request." Below the instructions is a "Login Email:" label and a text input field containing "akulkar27@gmail.com". A "SUBMIT" button is located to the right of the input field.

### 3.) Verify Your Status

- a. If you have not yet registered, you will be asked if you are a retiree from a qualifying institution.
- b. If you answer "Yes," you will be directed to a form to complete necessary details:
  - i. **Required Fields:** First Name, Last Name, Campus Retired From, Date of Birth.
  - ii. **Optional Fields:** Middle Name, Alternative Last Name (if applicable), Campus ID (if remembered), Workday ID (if remembered), Hire Date (if remembered).

Are you a retiree from a qualifying USM institution\*?

YES

NO

#### **i** Qualifying institutions include:

- Bowie State University
- Coppin State University
- Frostburg State University
- Salisbury University
- Towson University
- University of Baltimore
- University of Maryland, Baltimore
- University of Maryland, Baltimore County
- University of Maryland, College Park
- University of Maryland Eastern Shore
- University of Maryland Global Campus
- University of Maryland Center for Environmental Science
- University System of Maryland Office

According to the [USM Policy on Tuition Remission](#), a **retiree** is defined as an individual who has earned at least five years of total service credit at one or more institution(s) of the USM or has retired on accidental disability and is receiving a periodic distribution from the State of Maryland Retirement and Pension System and/or a Maryland Optional Retirement Plan (ORP).

#### **i** Enter your information.

This will create a request that gets sent to the HR staff at the campus that you select below.

First Name \*

Arun

Last Name \*

Kulkarni

Email \*

akulkar27@gmail.com

Campus ID (Optional, if you remember)

867530999

Date of Birth \*

11/27/1955

Middle Name (Optional)

Narayan

Alternate Last Name (Optional, if applicable)

Campus Retired From \*

University System of Maryland Office

Workday ID (Optional, if you remember)

W1234567

Hire Date (Optional, at least the Month and Year if you remember)


02/23/1987

SUBMIT RETIREE ACCESS REQUEST

#### 4.) **Submit Retiree Access Request**

- c. After filling out the form, click "Submit Retiree Access Request."
- d. A popup will appear asking if all the information is correct.
  - i. Click "Yes, Submit" if the information is accurate.
- a. Click "No, Go Back" to make any necessary changes.

**Does everything look correct?** x

  
**UNIVERSITY SYSTEM  
of MARYLAND**

**First Name:** Arun  
**Middle Name:** Narayan  
**Last Name:** Kulkarni  
**Alternate Last Name:**  
**Email:** akulkar27@gmail.com  
**Campus retired from:** USMO  
**Campus ID:** 867530999  
**Workday ID:** W1234567  
**Date of Birth:** 11/27/1955  
**Hire Date:** 2/23/1987

NO, GO BACKYES, SUBMIT

#### 5.) **Confirmation of Request Submission**

- a. A blue box labeled "Success!" will appear.
- b. Below, a message will confirm your request has been received and inform you that the selected institution's HR department will contact you for the next steps.
- c. A link will be provided to return to the tuition remission homepage.

**i Success!**

Great! Your request for access has been received, and a confirmation email has been sent to [akulkar27@gmail.com](mailto:akulkar27@gmail.com).

University System of Maryland Office HR will be in touch with you regarding next steps.

## 6.) Email Confirmation

- a. You will receive a confirmation email with the subject "Retiree Access Request for [FirstName LastName]."
- b. If approved, you will receive an email with the subject "Retiree Access Approved for [Your Name]."
- c. If denied, you will receive an email notification.



### Retiree Access Request submitted for Arun Kulkarni

The University System of Maryland Office Human Resources office will contact you within a few business days with information on how to proceed.

**Retiree Access Request Date:** Tuesday, May 14, 2024 12:11 PM

**Retiree Email:** akulkar27@gmail.com

**Retiree Campus ID:** 867530999

USM Tuition Remission

The University System of Maryland's employee tuition remission system.

## Retiree Access Approved for Arun Kulkarni.

To get started using the Tuition Remission portal as a Retiree,  
go to localhost/tuition-remission/retirees,  
or [click here](#).

**Retiree Access Decision Date:** Tuesday, May 14, 2024 12:20 PM

**Retiree Email:** akulkar27@gmail.com

**Retiree Campus ID:** 867530999

**Approved By:** Arun Kulkarni, akulkarni@usmd.edu

**Comment:** Approved.

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## 7.) Login Instructions Post-Approval

- d. The approval email will contain a link back to [www.usmd.edu/tuition-remission/retirees](http://www.usmd.edu/tuition-remission/retirees).
- e. Enter your same email address on this page.
- f. You will see a message prompting you to check your email for a unique login link from USM Tuition Remission.
- g. This email will have a specific subject line and will contain a "Click to Log In" button, or an alternative link to copy and paste into your browser.
- h. Click the link within 10 minutes to log in.

# RETIREE LOGIN

HOME RETIR

### **i** Retiree Access into Tuition Remission System

If you have already registered, submit your email address to receive a unique login link to your inbox.

If you have not yet registered for access, you will be asked to provide additional information for your institution's HR office to approve your request.

Login Email:

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### **i** Success

Check your email [akulkar27@gmail.com](mailto:akulkar27@gmail.com) for your unique login link, from **USM Tuition Remission** with the subject line **Access Link - May 14, 2024 #23**. Click on that link in your email to gain access into the system, see your profile, and submit an applicaiton.

Your link will expire in 10 minutes.

## 8.) Access the System

- d. The link will log you into the system. You may repeat this process as often as needed.
- e. Remember to request a new login link each time you wish to access the system.
- f. No password is required; the unique link is sent directly to the email you provided after HR approval.



**Arun Kulkarni, here is your Tuition Remission login!**

Click the button below to log in to the Tuition Remission portal.

**CLICK TO LOG IN**

Or, copy and paste this link into your browser:  
<http://localhost/tuition-remission/retirees/verify?token=e999c60eaaa238aa5f904b1f3d42b232>

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## TUITION REMISSION PROFILE

WELCOME, **ARUN KULKARNI**



[Start a New Application](#)

### PREVIOUS TUITION REMISSION APPLICATIONS:

App ID	Student Name	Application Started Date	Institution	Semester	Status	Action
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For any questions regarding the use of the Tuition Remission system, please contact your campus HR Benefits Coordinator(s).