Step by Step Guide to Completing Online Tuition Benefit Form

To Access the Online Tuition Form		
Website	In a web browser Go to wise.unh.edu	
Login Here	Click on Login Here	
User ID	Enter your USNH ID.	Further Help on page
PIN	Enter your Password	Further Help on page
Employee Services	Click on Employee Services	
Tuition Benefit Form	Click on Tuition Benefit Form	

Applying for a Tuition Benefit for Dependent/Spouse		
Tuition Benefit Form Entry	Click on Tuition Benefit Form Entry	
Applying for my Dependent	Click on Applying for my Dependent/Spouse	
Submit	Click on Submit	
Dependent Terms and Conditions of USNH Tuition Benefit Plan	To read this document click on the link	
I Agree	Click on I Agree	
Institution of Course	Click on the down arrow to see and select (by highlighting with your mouse pointer) the Institution where your dependent is taking classes.	Note: This is not necessarily the institution where you are employed.
Continue	Click on Continue	
Semester/Term	Click on the down arrow to see and select (by highlighting with the mouse pointer) the semester/term that the Tuition Benefit is being applied for.	
Continue	Click on Continue	
Student ID	Enter your dependent's student ID	
Student First Name	Enter your dependent's first name as recorded in the Student system.	
Student Last Name	Enter your dependent's last name as recorded in the Student system.	
Student MI	Enter your dependent's middle initial as recorded in the Student system.	
Student Relationship	Click on the down arrow to see and select (by highlighting with the mouse pointer) either Spouse or Dependent	
Student Date of Birth	If this is a Dependent (not a spouse), enter the Student's Date of Birth	
Is this Student an IRS Dependent?	If this is a Dependent (not a spouse), select either Yes – this student is claimed on your IRS forms as a dependent or No – this student is not claimed on your IRS forms as a dependent.	

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Applying for a Tuition Benefit for Dependent/Spouse (Continued)		
Employee Contact Daytime Phone	You may either select a phone number from the drop down list or enter a new contact phone number.	**Format: xxx xxxxxxx**
Employee Contact E-Mail	You may either Select an Email from the drop down list or enter a new e-mail address.	
I Agree Submit/I Disagree Exit	If you think that the information is correct and you want to submit this form for approval, click on the "I Agree Submit" Button. Otherwise, click on the "I Disagree Exit".	**No information is saved if you click on "I Disagree Exit"**
Confirmation Statement	If you submit your form and your Tuition Form passes all validations, you will see a confirmation statement and receive via email a copy of the confirmation statement.	**If your Tuition Form does not pass all validations, you have the option of correcting the information and resubmitting or exiting the form without saving the information or Submitting the form with Errors. If you select this option, you will receive a confirmation of the information you submitted with a status of Not Auto Approved. You will need to talk to your Campus HR office for this form to be approved.**
Exit	Click on Exit	