TUITION REMISSION

Logging into the Tuition Remission System for employees of USM Institutions

**Site URL:** https://www.usmd.edu/tuition-remission/

1.) Go to the Tuition Remission Home Page

- This is the tuition remission home page. There are two links that will take you to login. One at the top right corner of the screen and one below the "**Ready to Start Your Application?"** headline.
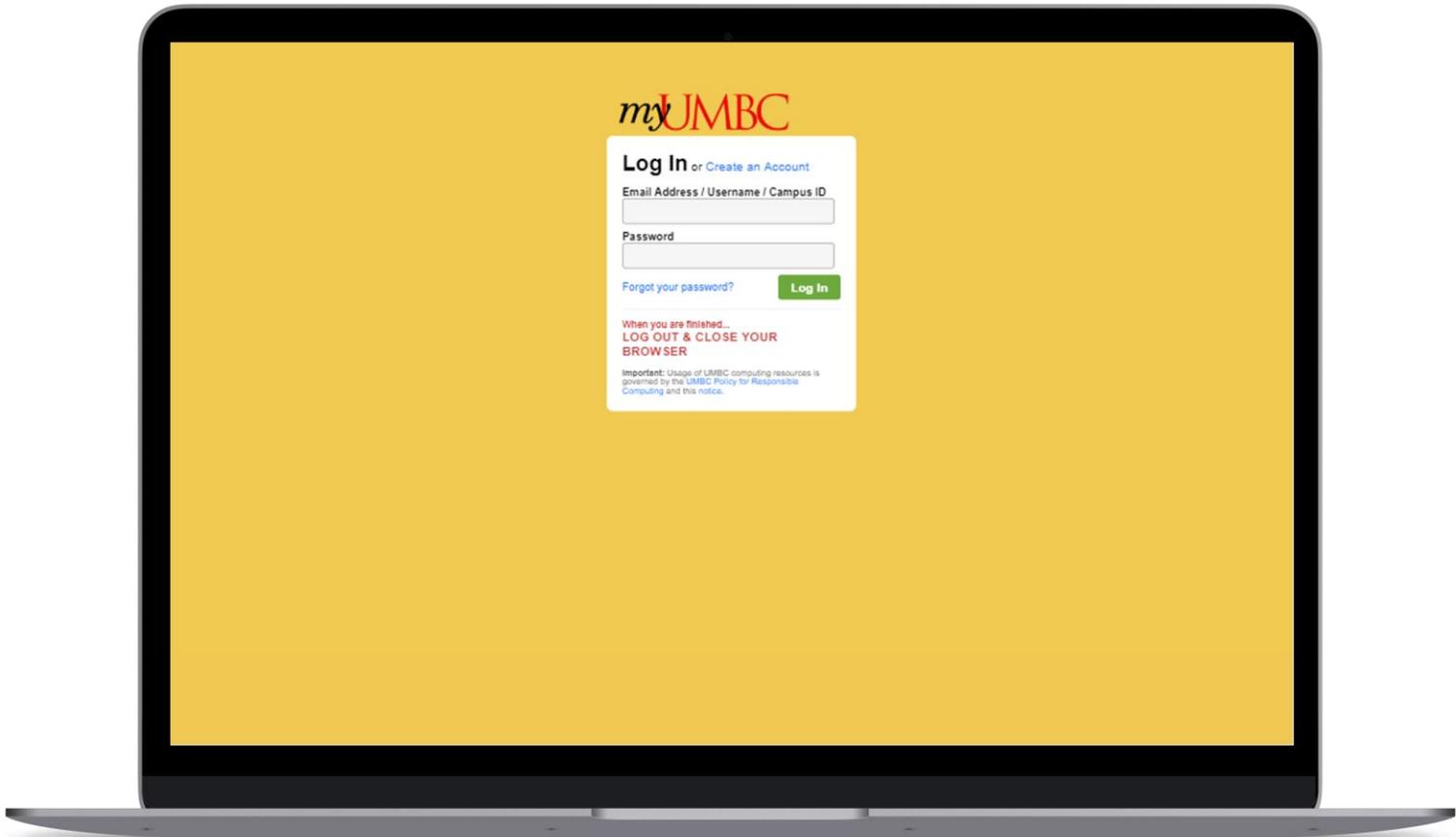
![TUITION REMISSION logo]
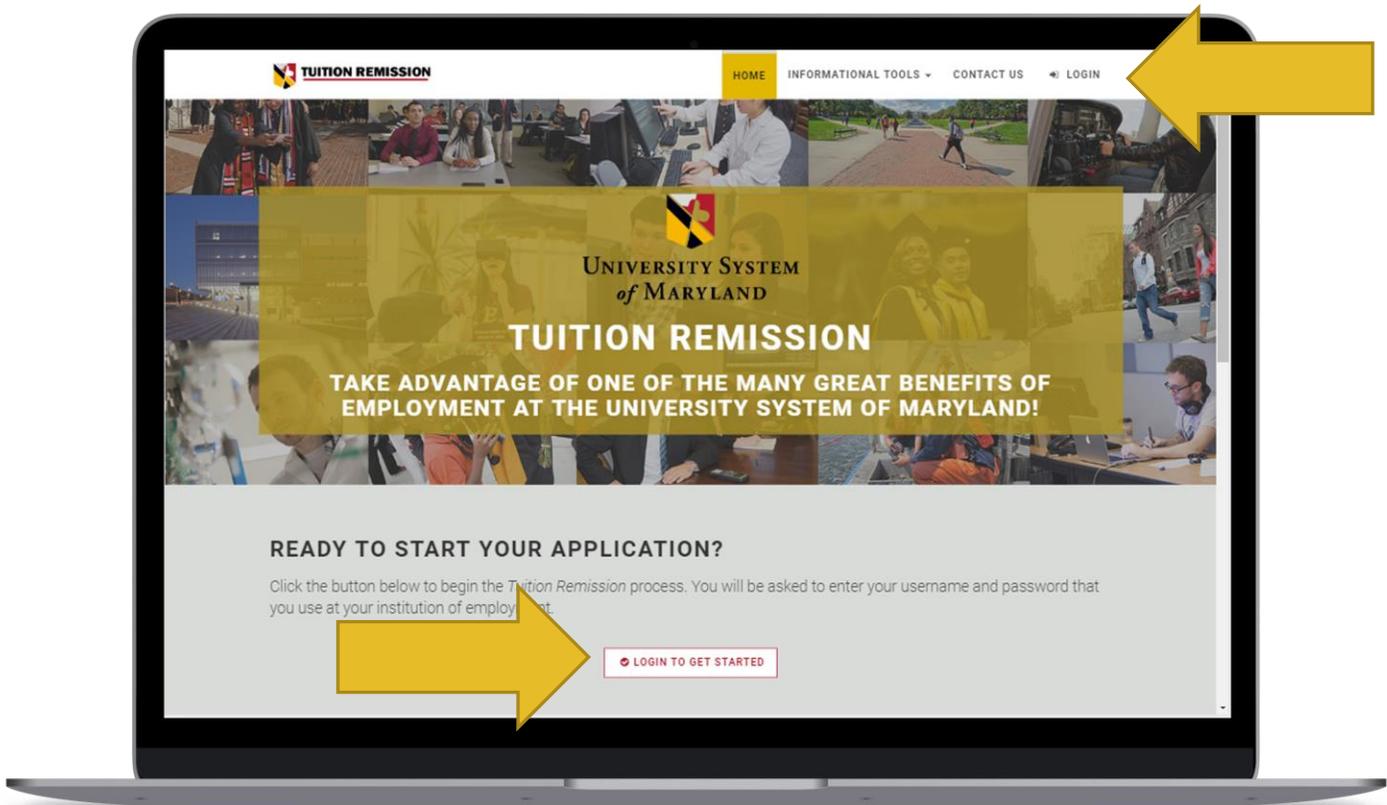
2.) Login Screen

- You will be greeted with a screen that has all the USM institutions. Click on your institution of employment to begin the login process. For example, Coppin State employees, will click the Coppin State University logo.
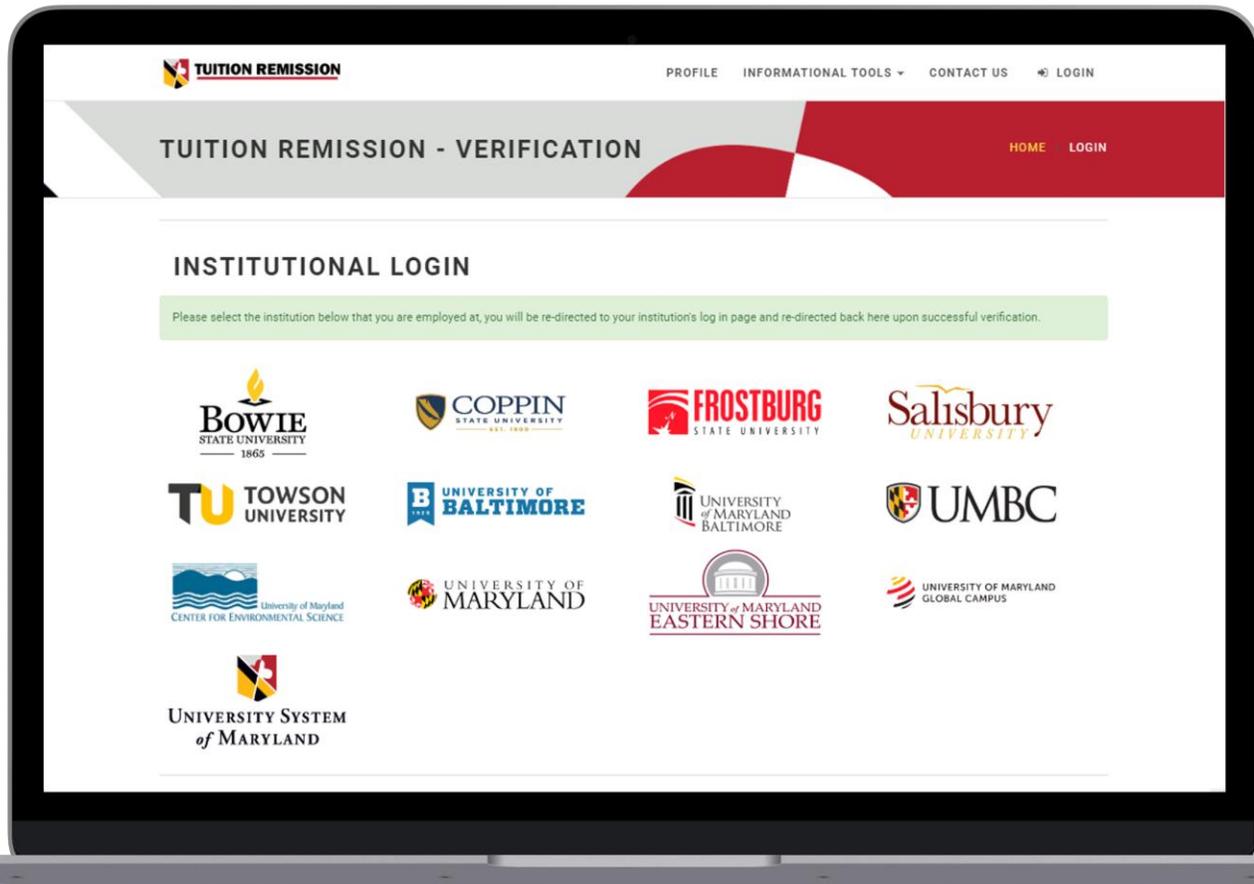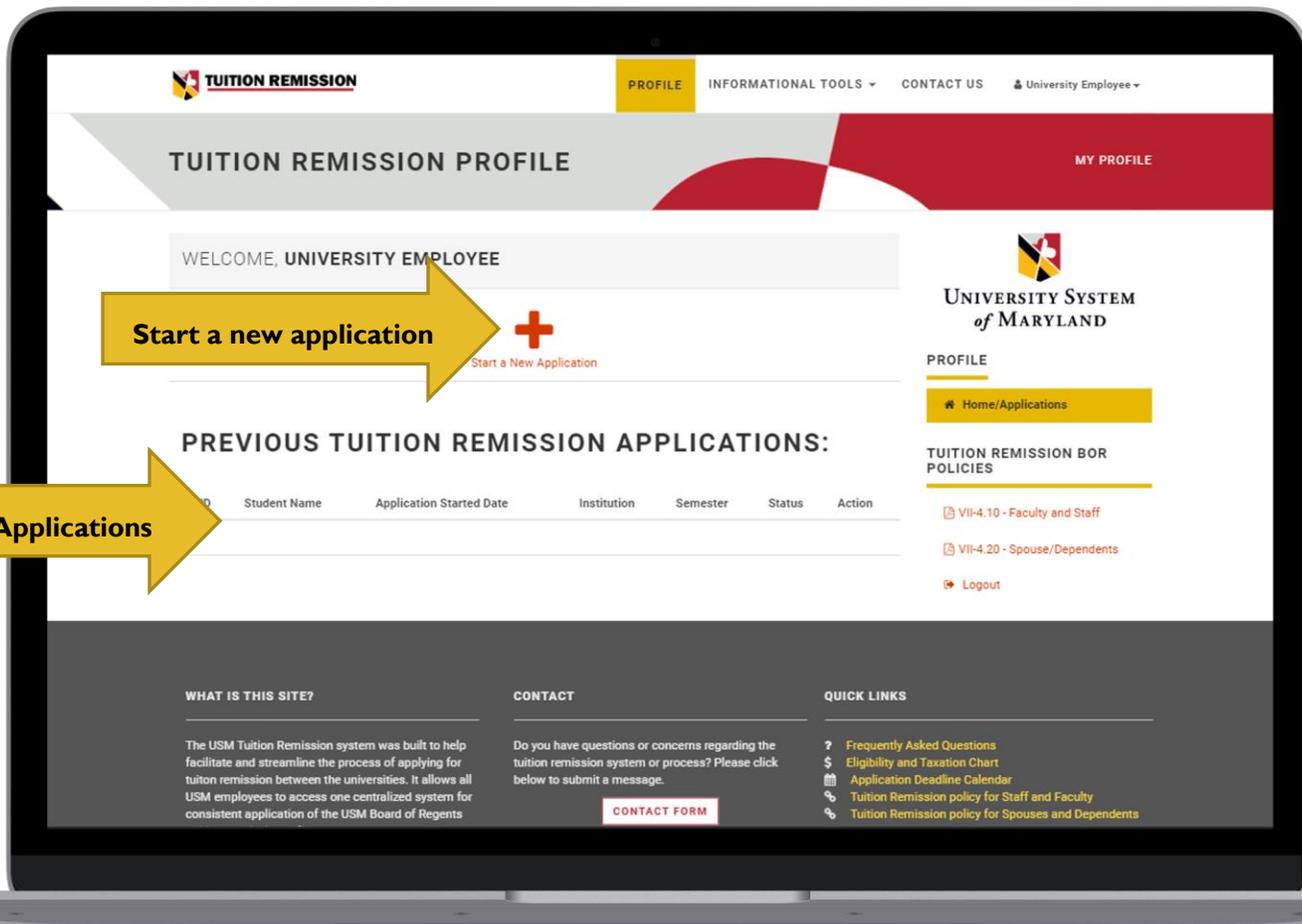
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3.) InCommon University Single Sign On

- One of the features of the Tuition Remission Application is that the user signs in via their own university login. The next screen will re-direct you to your university login page. Please insert your university network login information. Note: Your university login page may look different than below.

    - **If you have issues with your university login, please contact your university's IT department. The Tuition Remission application can not help you with your university authentication.**

4.) User Profile

- Once you have successfully logged in via your university credentials. You will be greeted with your tuition remission profile. On the profile page, you can:

  - **Start a New Application**
  - **See history and status of previous applications**

5.) Starting an application

- Once you start an application, follow the prompts to provide the correct information for the tuition remission application being submitted.
- Your eligibility for tuition remission is automatically determined by the system. If you have any questions or issues, please contact your institution's benefits coordinator.
- The first prompt is to select the institution where the student is registered.