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.
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.
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.