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.
   b. Alternatively, visit 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.
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).

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

[YES]  [NO]

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**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).

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**Enter your information.**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Arun</td>
</tr>
<tr>
<td>Last Name</td>
<td>Kulkarni</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:akulkar27@gmail.com">akulkar27@gmail.com</a></td>
</tr>
<tr>
<td>Campus Retired From</td>
<td>University System of Maryland Office</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>11/27/1955</td>
</tr>
<tr>
<td>Middle Name (Optional)</td>
<td>Narayan</td>
</tr>
<tr>
<td>Alternate Last Name (Optional, if applicable)</td>
<td></td>
</tr>
<tr>
<td>Campus ID (Optional, if you remember)</td>
<td>867530999</td>
</tr>
<tr>
<td>Workday ID (Optional, if you remember)</td>
<td>W1234567</td>
</tr>
<tr>
<td>Hire Date (Optional, at least the Month and Year If you remember)</td>
<td>02/23/1987</td>
</tr>
</tbody>
</table>

**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.

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**Does everything look correct?**

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**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

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**NO, GO BACK**  **YES, SUBMIT**

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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.

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**i Success!**

Great! Your request for access has been received, and a confirmation email has been sent to akulkar27@gmail.com.

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

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**TUITION REMISSION HOMEPAGE**
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.

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**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: akulkarni27@gmail.com

Retiree Campus ID: 667530999

Approved By: Arun Kulkarni, akulkarni@usmd.edu

Comment: Approved.

USM Tuition Remission

The University System of Maryland's employee tuition remission system.
7.) Login Instructions Post-Approval

d. The approval email will contain a link back to 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.
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.

For any questions regarding the use of the Tuition Remission system, please contact your campus HR Benefits Coordinator(s).