Education Benefit
How To Guide

Step 1

Visit http://www.hr.virginia.edu
Click “Self Service” Tab
Step 2

Sign into the Integrated System using your User Name and Password
Step 3

Select “Education Request Form” from the Navigator menu on the left side of the screen.
Step 4

From the Overview screen, select “Step 1 of 4” to start a new request.
Step 5

Select the “Type” of Education Benefit Request from the drop down menu.
Step 6

Enter the Course Details and click “Step 2 of 4: Apply” in the top right corner.
Step 7

**Option 1:** If only submitting one request, click “Step 3 of 4: Request Approval” in the top tight corner

**Option 2:** If submitting multiple requests or splitting the cost of a course between Education Benefit Funds and Departmental Funds, click “Step 1 of 4” and repeat steps 6 & 7
Step 8

Review your request.

Provide any additional information regarding the course in the “Comments to Approver” section.

Click “Step 4 of 4: Submit”
Confirmation Screen & Email

A confirmation screen and email will generate once you have successfully submitted your request.
Check the Status of a Request

To check the status of your request follow steps 1 thru 4 to view your Education Benefit Overview screen.