Instructions for Tuition Waiver – Spouse & Dependent on Etrieve

Step 1: Login: Single Sign On

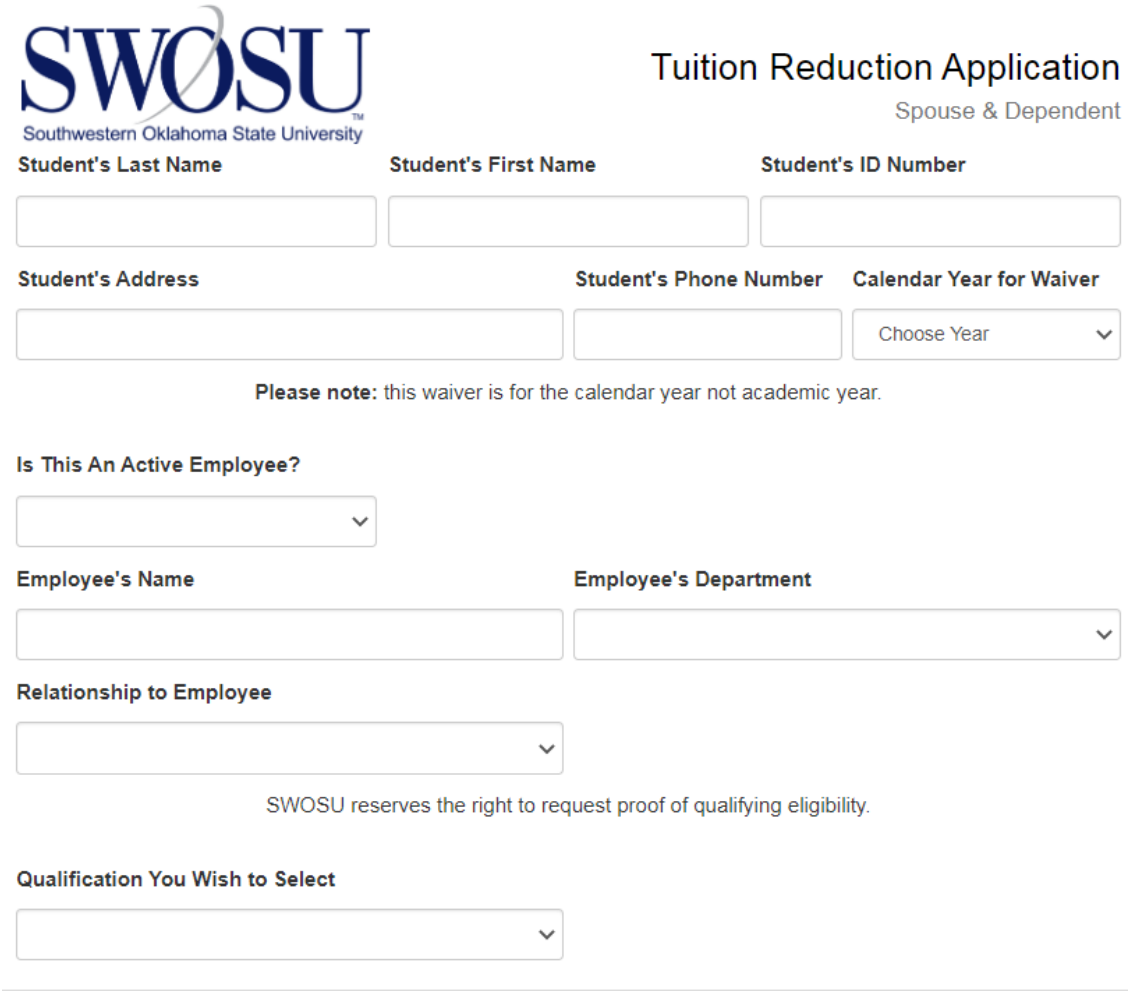
Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Tuition Waiver – Spouse & Dependent under the Human Resources section

Step 5: Complete the form.

**Please note: The form only needs to be completed once every calendar year. When inputting the Employee ID, you will need to lead with the 0 (ex: 0123456) if your ID is 123456.



Step 6: When the form is complete, click “Submit” and the form will automatically route to the person it needs to go to.

**Please note: you can check the status of the form within the “Activity” tab.