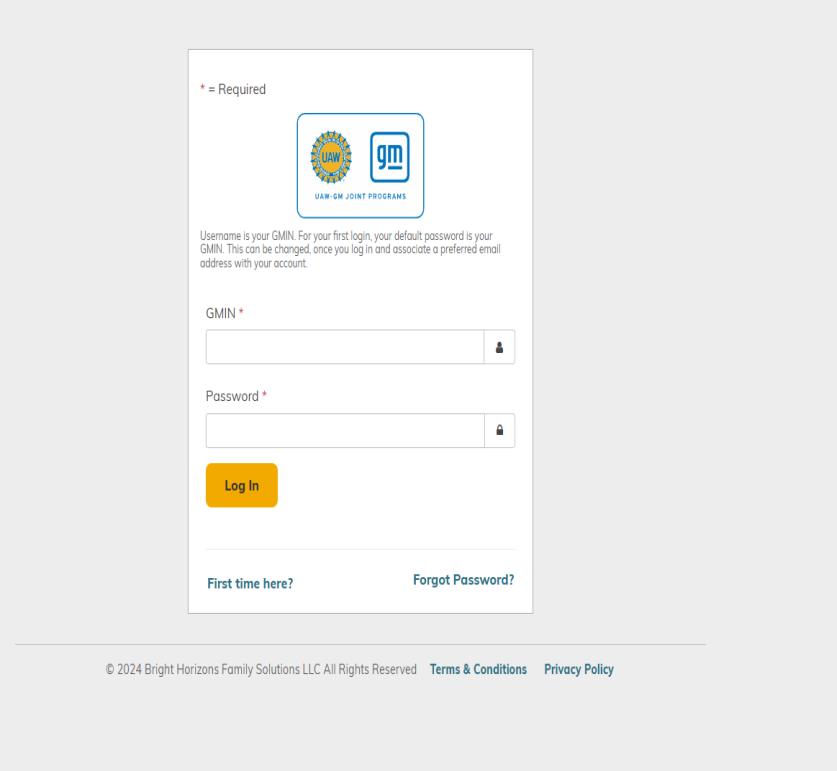
UAW-GM Dependent Tuition Program – User Walkthrough

June 2024

EdAssist by Bright Horizons

Step 1 - Login

- Employee will go to https://uawgm.edassist.com and follow the on-screen prompts to log into the EdAssist site.
- If you don't currently have an account with EdAssist, create one using the 'First time here?' link



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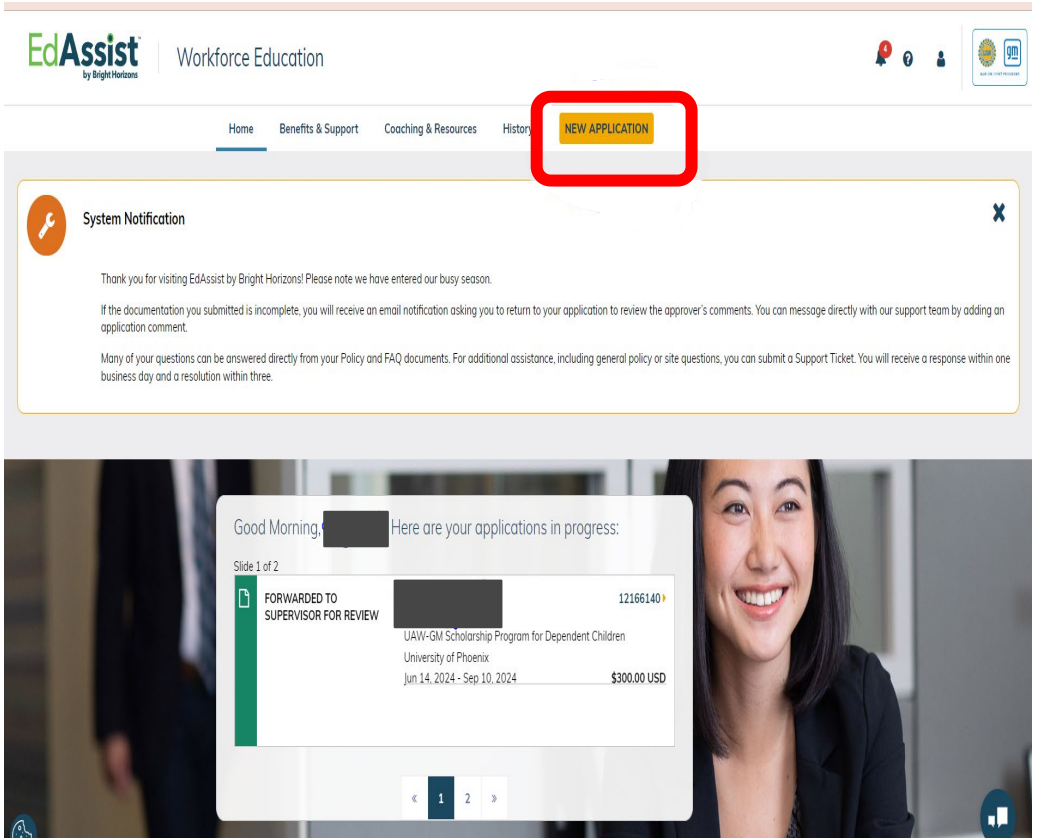
Step 2 – Home Screen

- Employee will click the “New Application” button on the home screen to begin the application process.



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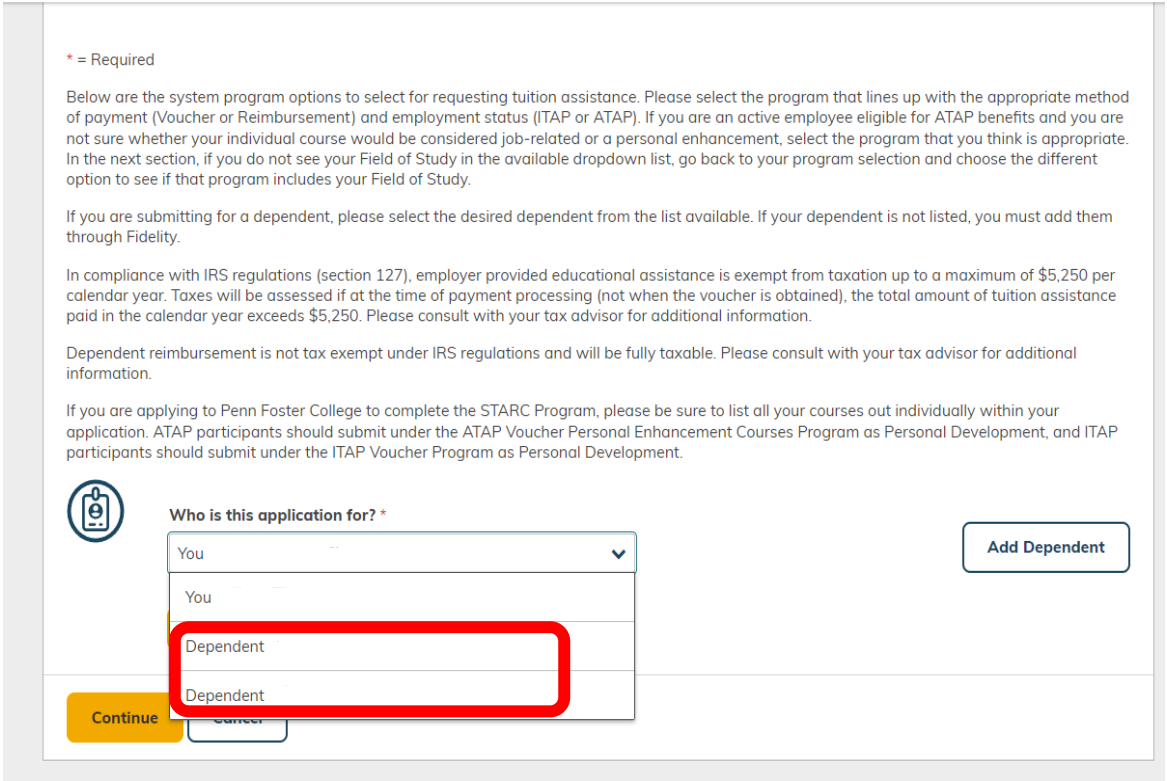
Step 3 – Select Dependent

- Employee will select their appropriate dependent from the drop-down menu, then hit “Next Question.”



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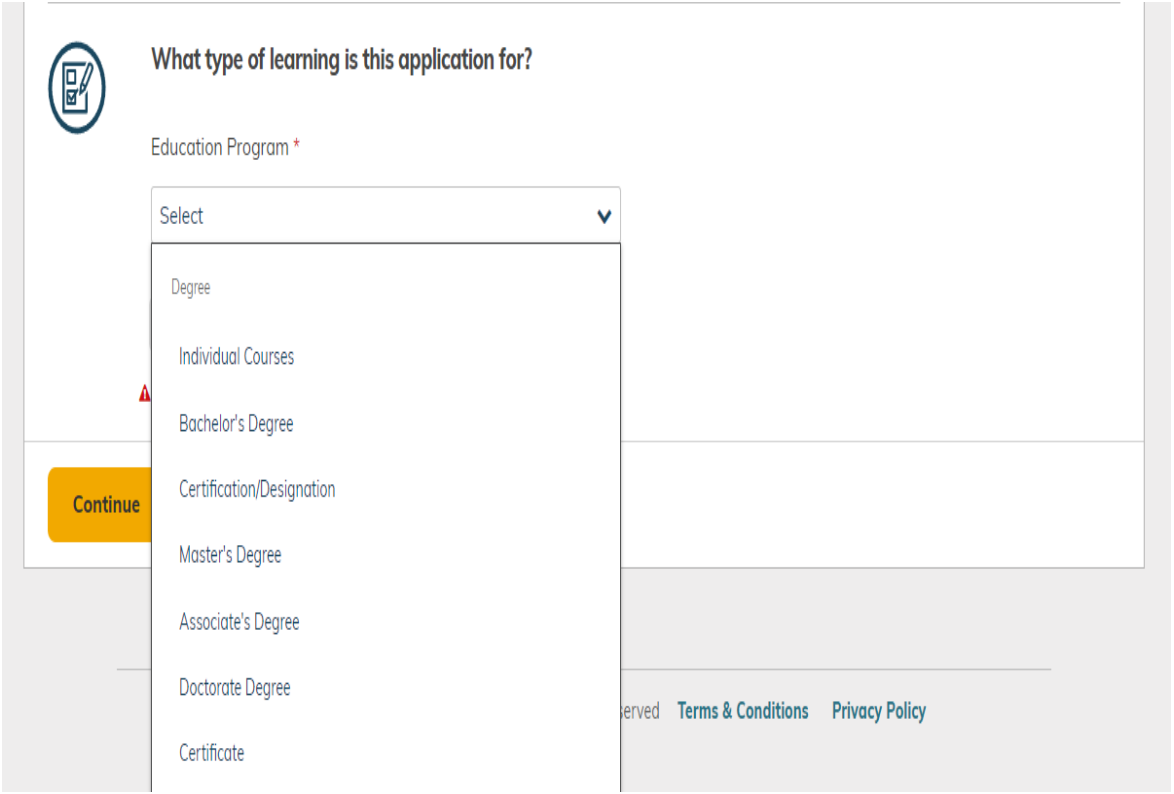
Step 4 – Select Education Program

- Employee will select their appropriate education program/degree from the drop-down menu, then hit “Next Question.”



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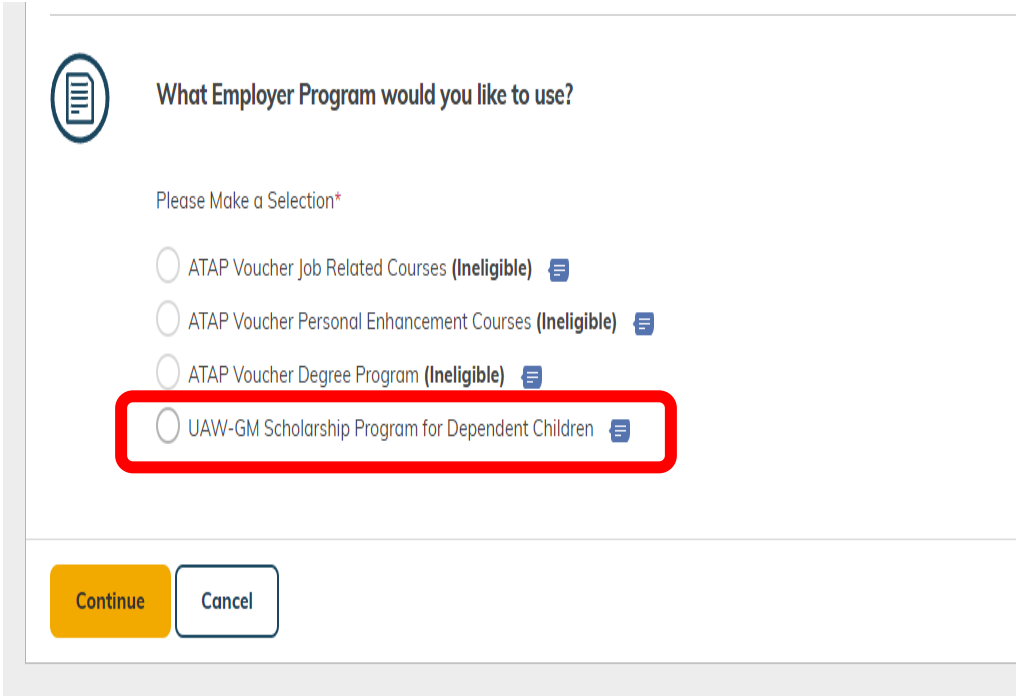
Step 5 – Select Employer Program Program

- Employee will select “UAW-GM Scholarship Program for Dependent Children,” then hit “Continue.”



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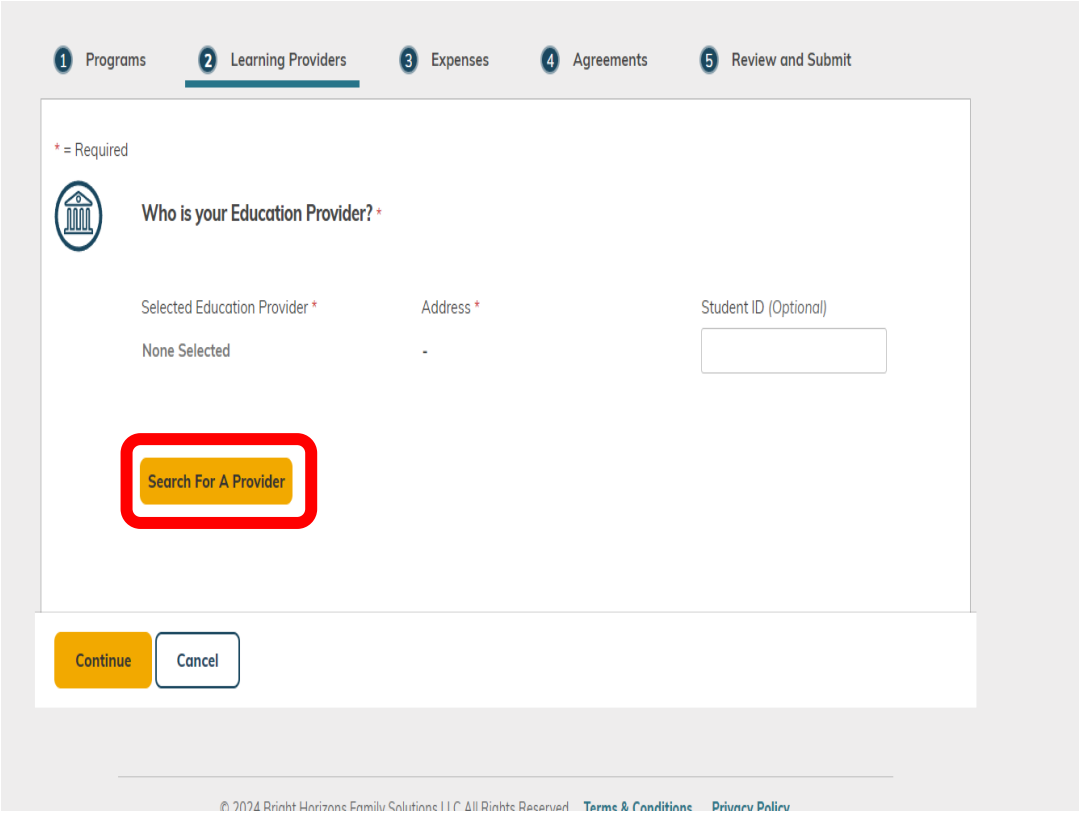
Step 6 – Search for Education Provider

- Employee will click “Search Education Provider,” follow all on-screen prompts, then hit “Continue.”



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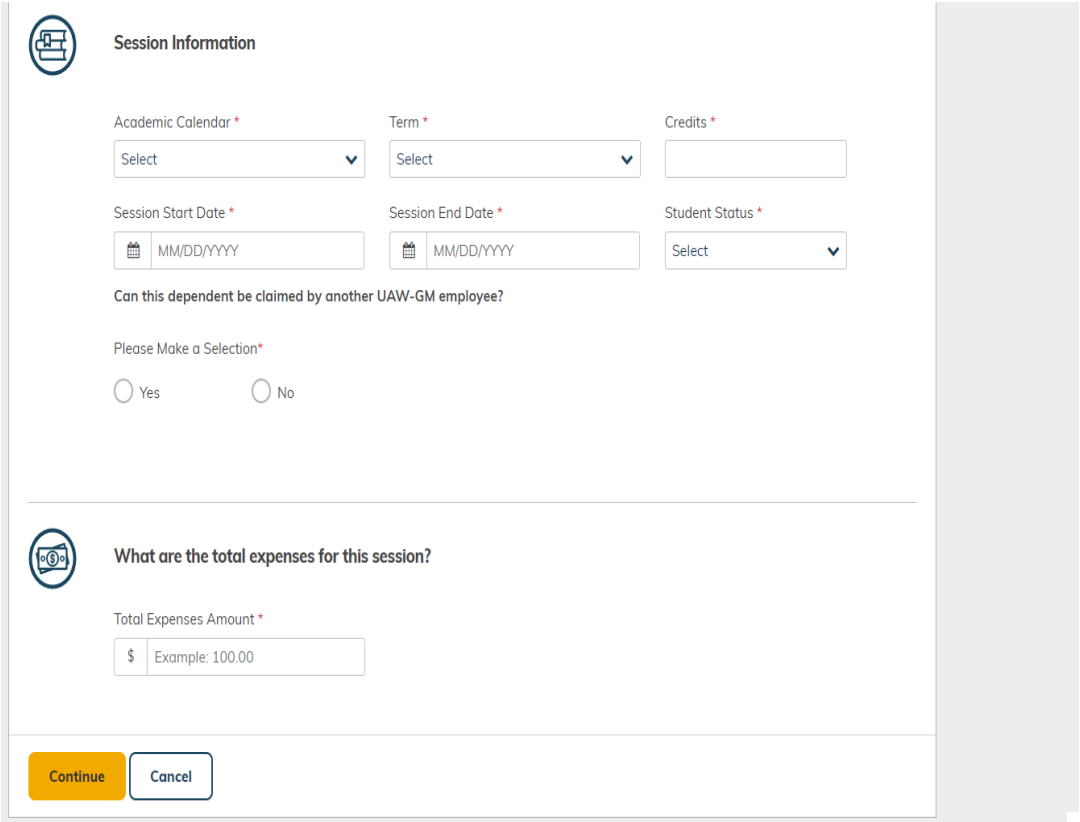
Step 7 – Course/Term/Expense Information

- Employee will enter all course, term, and expense information as required on the screen.
- As part of this, employee will need to answer question “Can this dependent be claimed by another UAW-GM employee?”



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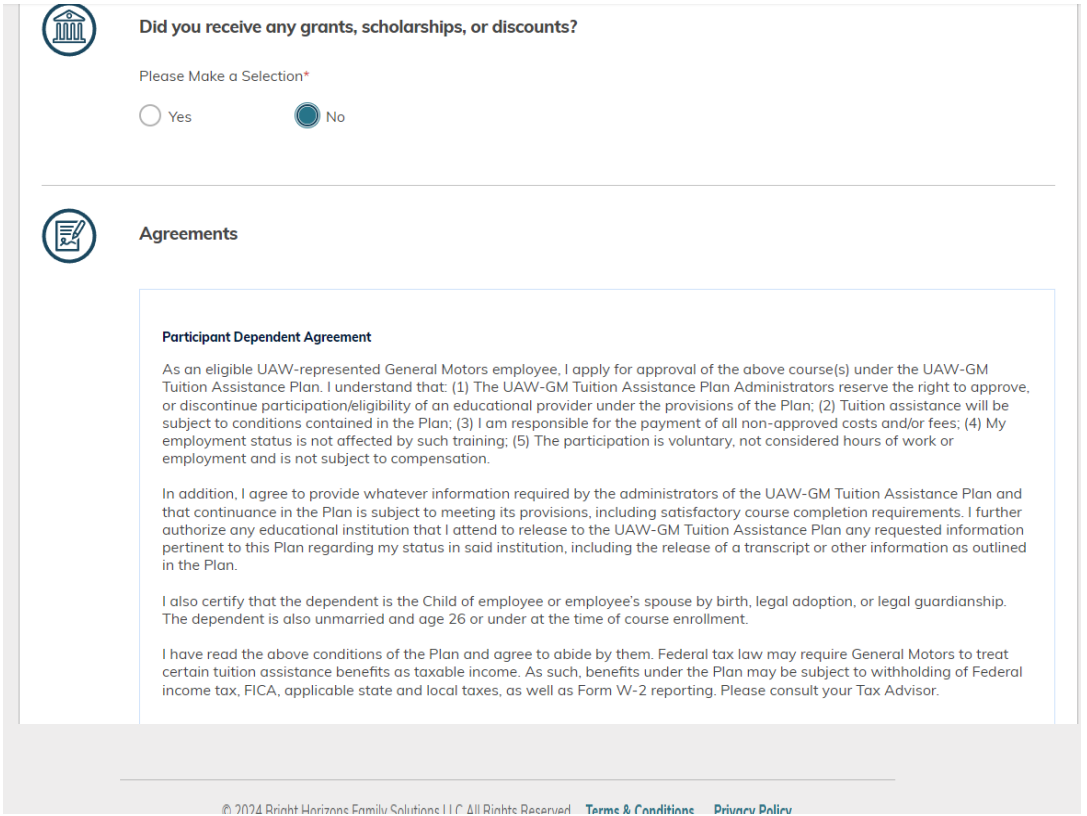
Step 8 – Gift Aid Disclosure/Participant Agreements

- Employee will disclose any scholarships/grants/gift aid, and sign/acknowledge all participant agreements.
- As part of this, employee will need to attest that their dependent child is 26 years of age or younger and unmarried.



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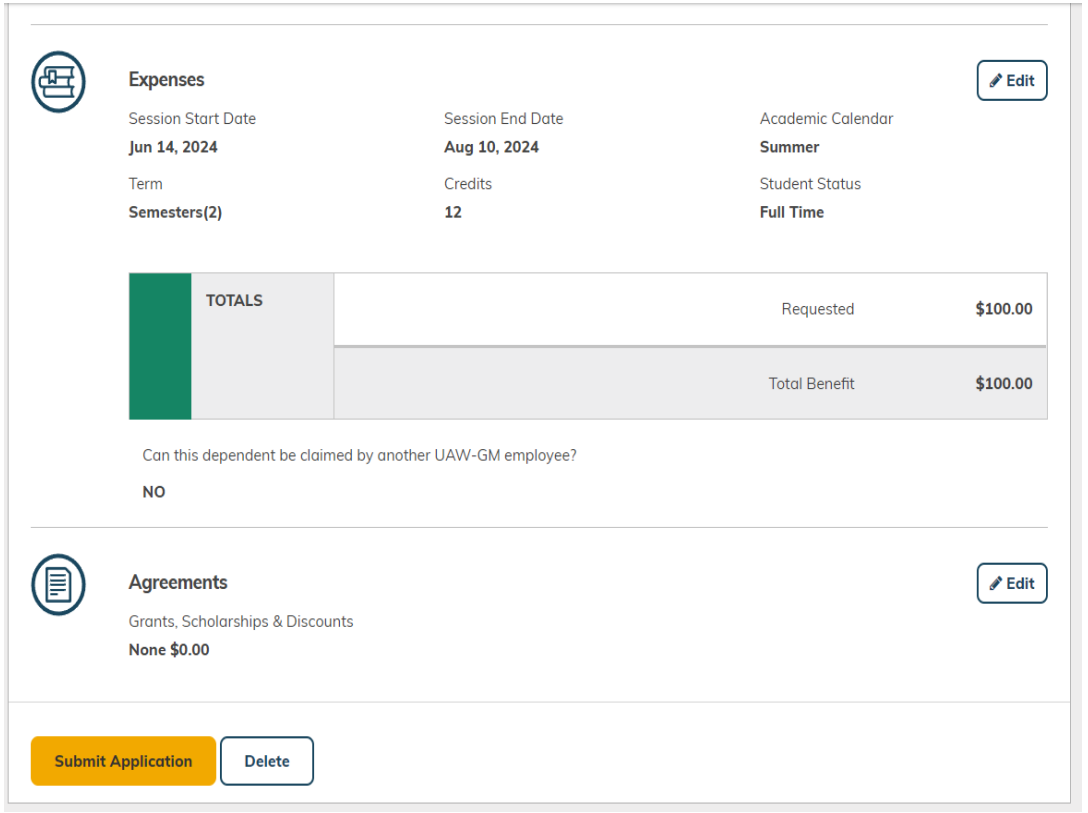
Step 9 – Application Review and Submission

- Employee will review all details on application for accuracy and hit “Submit Application.”



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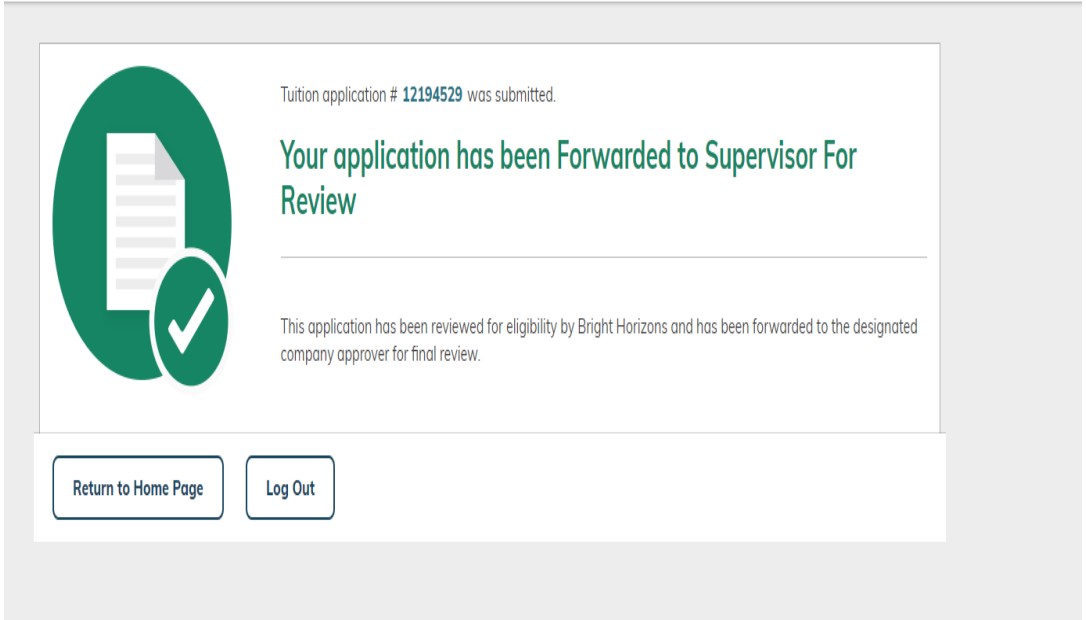
Step 10 – Application Approval Process

- Application will go to the status of ‘Forwarded to Supervisor For Review’. In this status the UAW-GM Scholarship Dependent Team is reviewing for final approval. **It does not go to your Supervisor**.
- Employee will receive email indicating their application was approved/denied.



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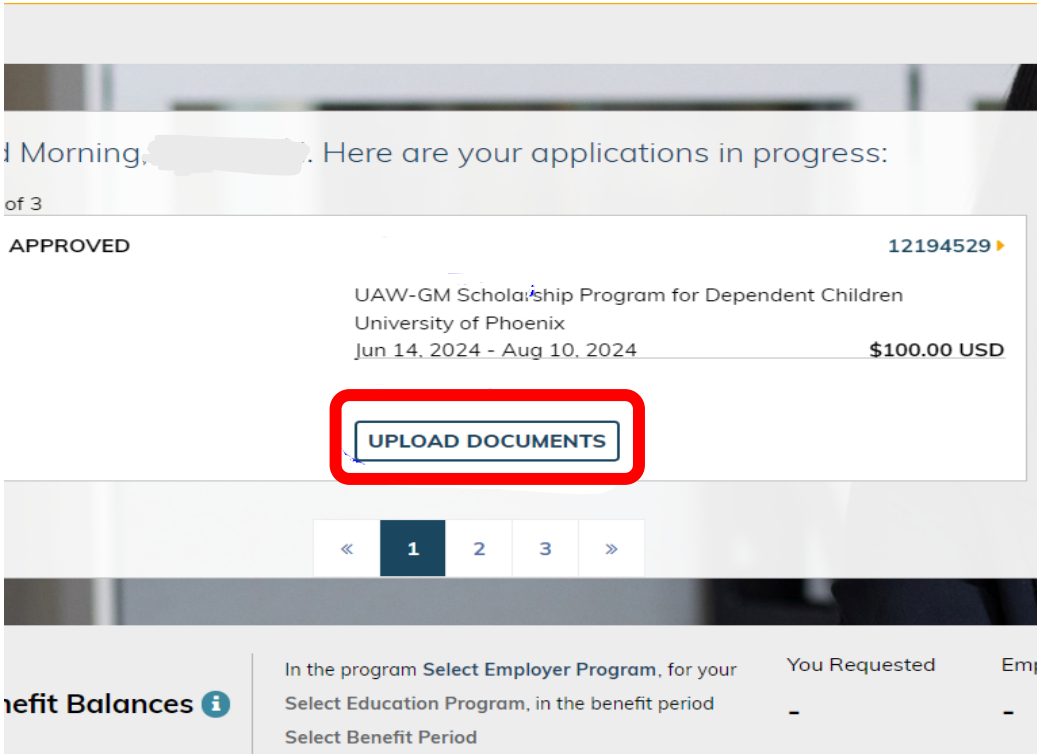
Step 11 – Grade and Payment Document Submission

- When course/term is over, employee will log back into EdAssist site, find their application on home carousel, and hit “Upload Documents.”



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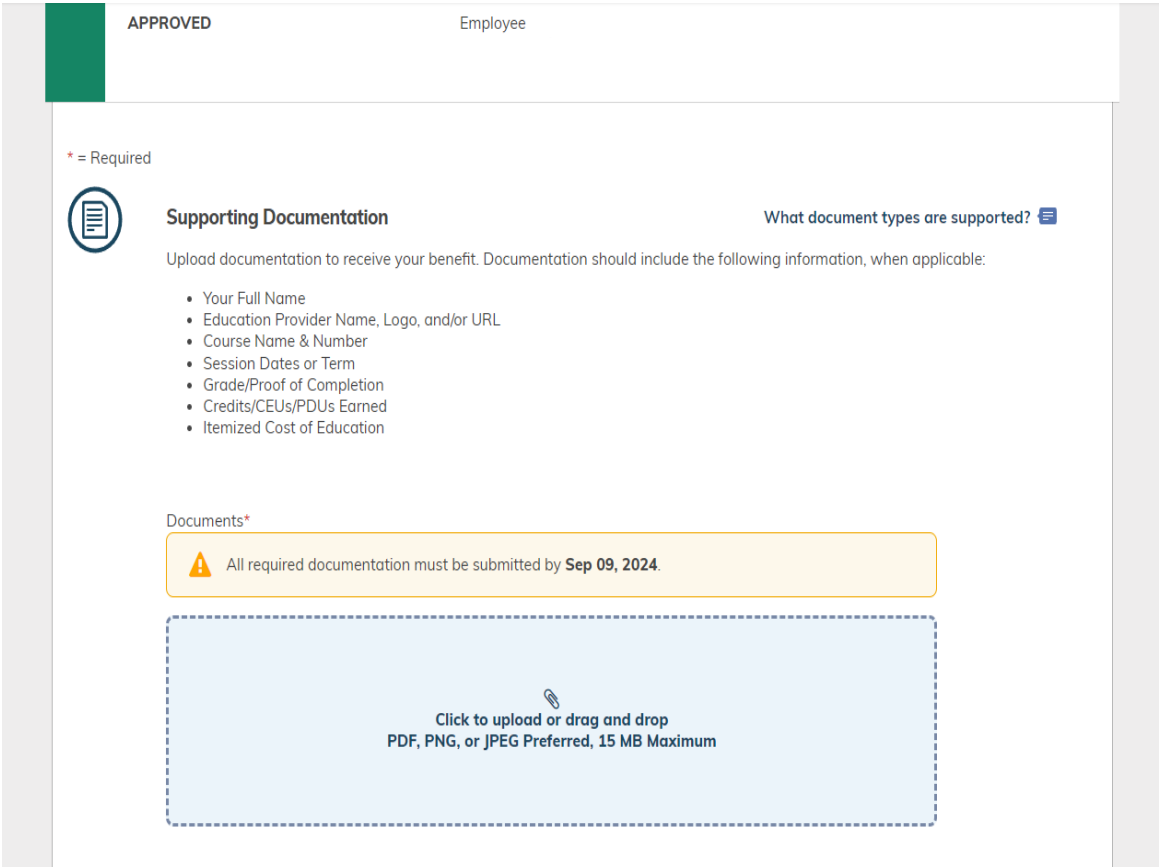
Step 11 – Grade and Payment Document Submission (Contd)

- Employee will upload all grade and payment documentation to the application as shown here.
- From there, EdAssist Compliance team will review all documentation and reach out directly if more information is needed.



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Step 12 – UAW-GM Processes Payment via Payroll

- UAW-GM will make reimbursement payments to employees via payroll.
- These payments will be made quarterly, at the beginning of each new quarter (example, Q3 payments will be made in October 2024).

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Thank You!