



E-FORMS

Educational Incentives

User Guide

2025

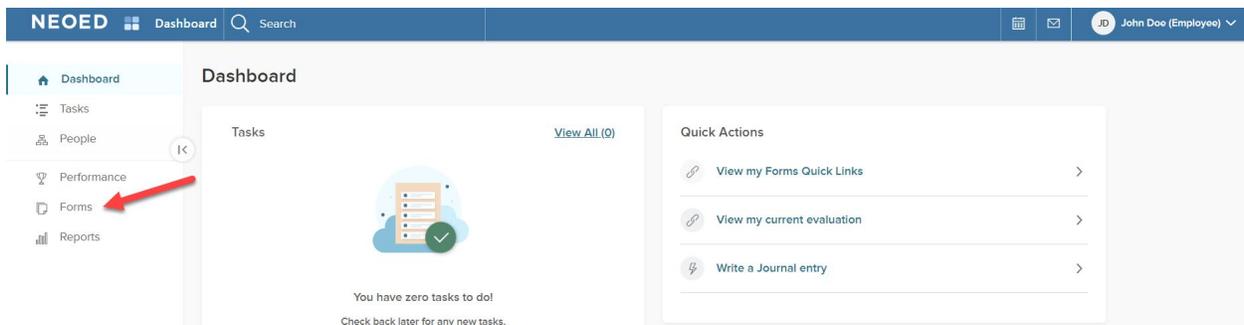


To prepare to start the application process for educational incentive first review the **Educational Incentive Guidelines, Timeline, Workflow, and FAQ's** which can be found in the [Employee Resources](#) section of the Human Resources website.

Please Note: For a more seamless experience when submitting your eForms we suggest using Google Chrome as it is the most compatible with NeoEd.

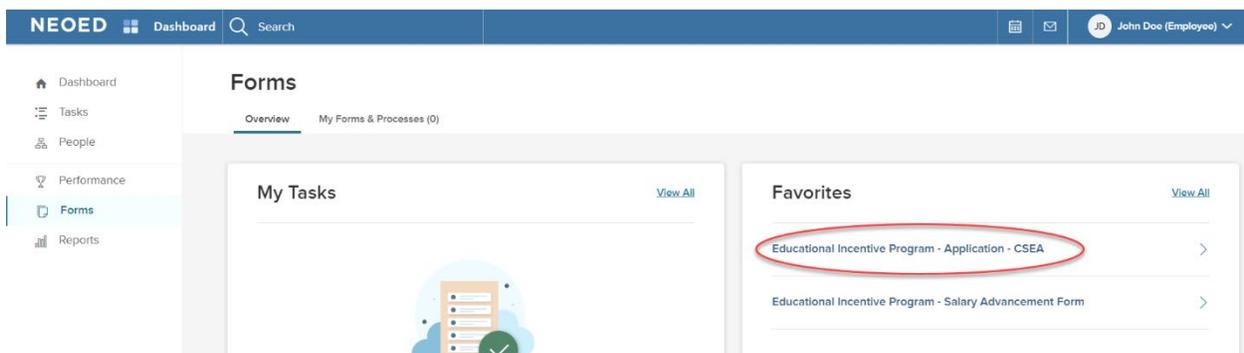
Step 1:

Log into **My SWC** and click on the **NEOED** tile. From your Dashboard click on **Forms**.



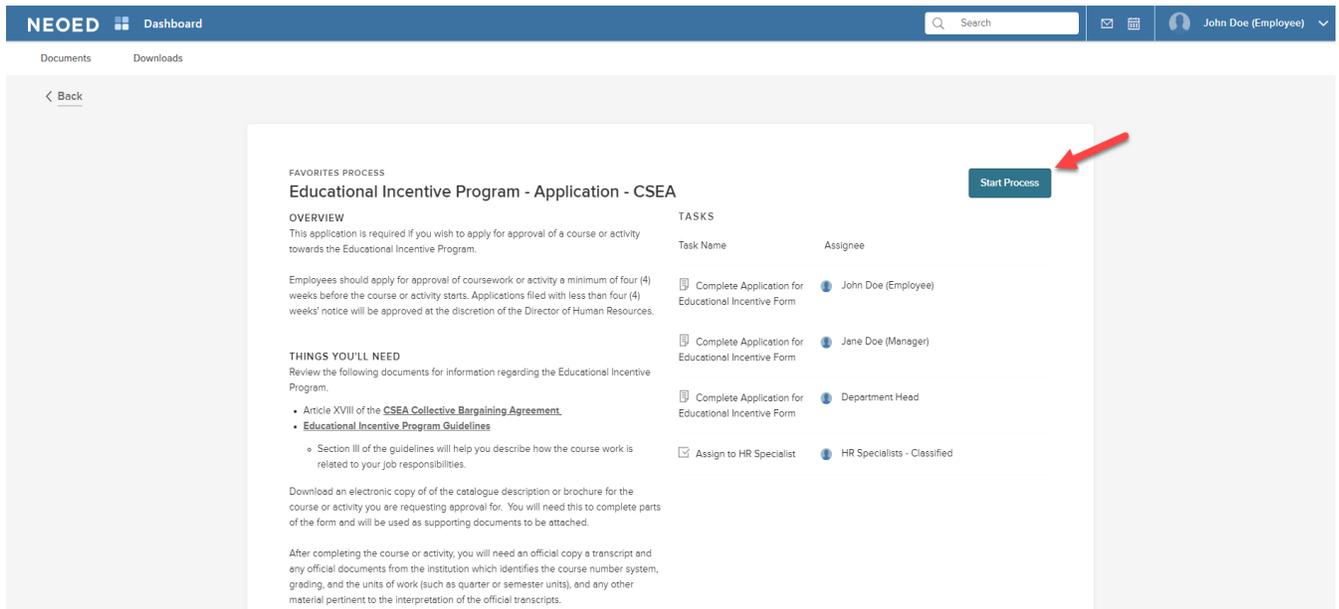
Step 2:

Select the **Educational Incentive Program Application**.



Step 3:

Once you have read the overview and are ready to start click on **Start Process**.



The screenshot shows the NEOED dashboard interface. At the top, there is a navigation bar with 'NEOED Dashboard', a search bar, and a user profile for 'John Doe (Employee)'. Below the navigation bar, there are tabs for 'Documents' and 'Downloads'. The main content area is titled 'FAVORITES PROCESS' and 'Educational Incentive Program - Application - CSEA'. It contains an 'OVERVIEW' section with text about the application process, a 'TASKS' table with columns for 'Task Name' and 'Assignee', and a 'THINGS YOU'LL NEED' section with a list of required documents and instructions. A red arrow points to a 'Start Process' button located in the top right corner of the content area.

Step 4:

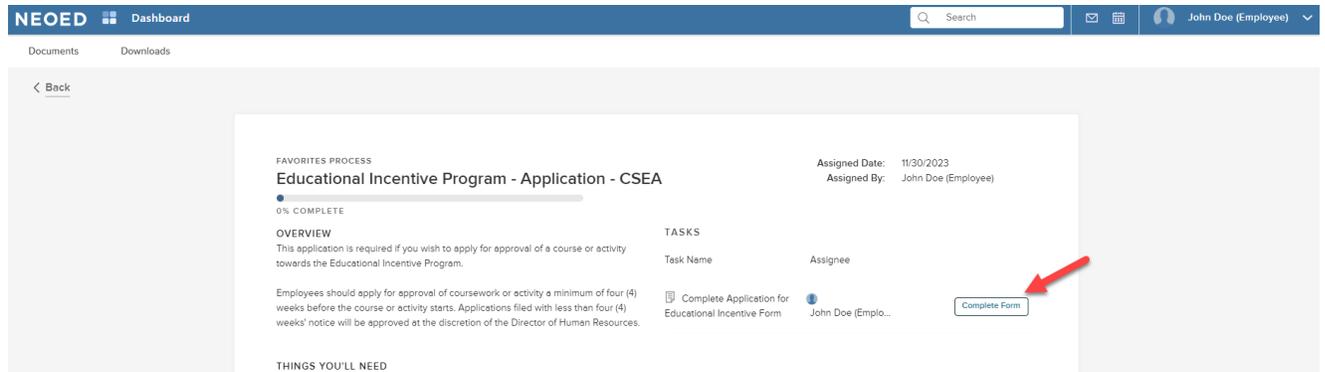
After clicking on Start Process you will be prompted to confirm that you want to start the process.



The screenshot shows the same NEOED dashboard as in Step 3, but with a confirmation dialog box overlaid in the center. The dialog box contains the text 'Are you sure you want to start Educational Incentive Program - Application - CSEA process?' and two buttons: 'Cancel' and 'Start Process'. A red arrow points to the 'Start Process' button in the dialog box.

Step 5:

Click on **Complete Form**



Step 6:

Complete the required fields in the **Application** form. **Please note** that only one course can be entered per application. If you need to request approval for more than one course, you will need to submit a separate application for each course.



HUMAN RESOURCES

Forms

Overview My Forms & Processes (1)

Educational Incentive Program Application - CSEA

Cancel Save For Later Submit

Accessibility Tools

Complete Application for Educational Incentive Form

*Fields are required

CLASSIFIED EMPLOYEE EDUCATIONAL INCENTIVE PROGRAM APPLICATION

Employee Name Employee Number

SWC Classification School/Department

See their location (Learning 1 only) See their location (Learning 1 only)

Telephone Etc.

COURSE/ACTIVITY INFORMATION

Location/Site Name * Course/Activity Name *

Description of course/units or activity *

Course Units/Activity Hours * Unit Type *

Semester/Term * Course/Activity Days & Hours *

Course/Activity Start Date * Course/Activity End Date *

Additional material may be attached.

Manage Attachments

EDUCATIONAL INCENTIVE PROGRAM INFORMATION

Education Incentive Program Type *

Subject

Are Related Courses *

Select

Does this course work or activity relate to your job responsibilities?

Are you taking this class outside of your scheduled work hours?

I hereby certify that this is an accurate description of the course work or other related activities that I intend to enroll in to meet the Educational Incentive Program requirements. I agree to submit verification of completed course work to the Human Resources Office upon completion of this application.

Employee Signature * Employee Signature Date

SIGN HERE

Step 7:

Upload all required supporting documents.

Forms

Overview My Forms & Processes (1)

Educational Incentive Program Application - CSEA

Additional material may be attached.

Manage Attachments

Course Units/Activity Hours * Unit Type *

4.5 Quarter

Semester/Term * Course/Activity

24/SP MWF 4-5pm

Course/Activity Start Date * Course/Activity End Date *

01/02/2024 05/18/2024

Additional material may be attached.

Manage Attachments

Attachments

Close

Drag and drop file here, or [click here to upload](#)

Supported file types are pdf, xls,xlsx, doc, docx, txt, rtf, bmp, gif, jpe, jpeg, jpg, png, tif, tiff

The maximum allowed file size is 5MB.

Step 8:

Select the appropriate option as to which Educational Incentive this course will count towards:

Education Incentive Request Type *

Select...

Select...

This is my first one-range advancement request.

This is my second one-range advancement request.

This is my third one-range advancement request.

Step 9:

Select which **Job-Related Criteria** this course applies to

Job Related Criteria: ?

Select...

Select...

Gain new skills to broaden knowledge in current job or for promotion in present job family

Communication Skills

First Aid Courses

Spanish or any other foreign language appropriate to the work area

Health 101

Courses designed to develop inter-personal relationship skills

Health & Physical Fitness coursework

District sponsored Staff Development workshop

Coursework applicable towards a degree (3rd one-range increase only)

Step 10:

Select the appropriate **Unit Type**.

Unit Type *

Select...

Select...

Semester

Quarter

Hours

Step 11:

Select an option for work schedule impact

Are you taking this class outside of your scheduled work hours? *

Select..

Select...

Yes

No, I have submitted vacation

No, I have requested a schedule adjustment

Step 12:

If you indicated in **Step 10** that the course will be taken during work hours, you will be prompted to describe what type of schedule adjustment you are requesting.

Are you taking this class outside of your scheduled work hours? *

No, I have requested a schedule adjustment

Please describe the requested adjustment. *

Requesting a schedule change. MWF 7-3:30pm

Step 13:

Sign the application and click **Accept** to submit.

...the course work of duty is related to your job responsibilities.

John Doe (Employee)

Draw Signature **Use Full Name** **Clear**

Accept **Cancel**