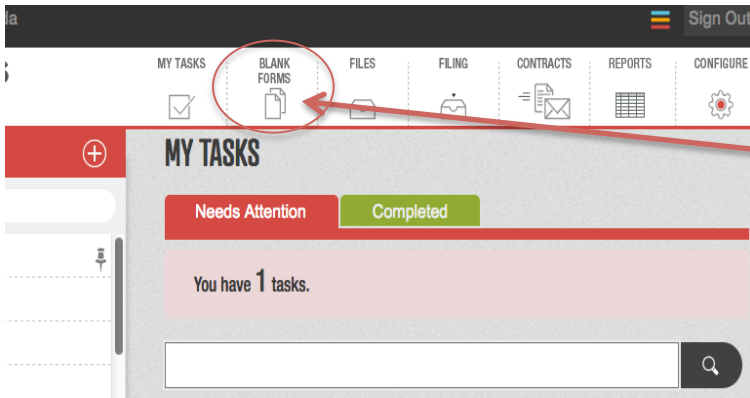


Tuition Reimbursement Instructions

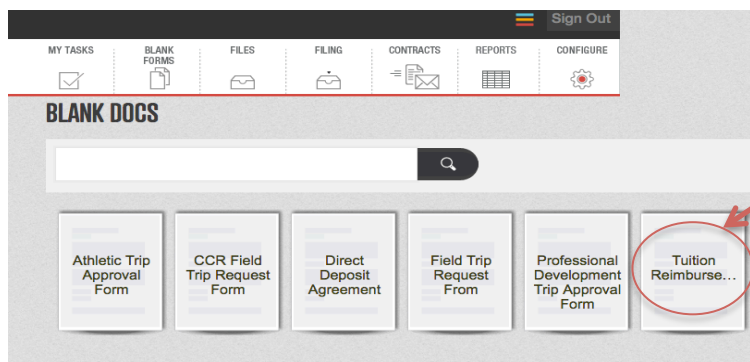
Go to the following link: <https://usd210.tedk12.com/records>

Username: School Email
Password: **Hugotonusd210.**

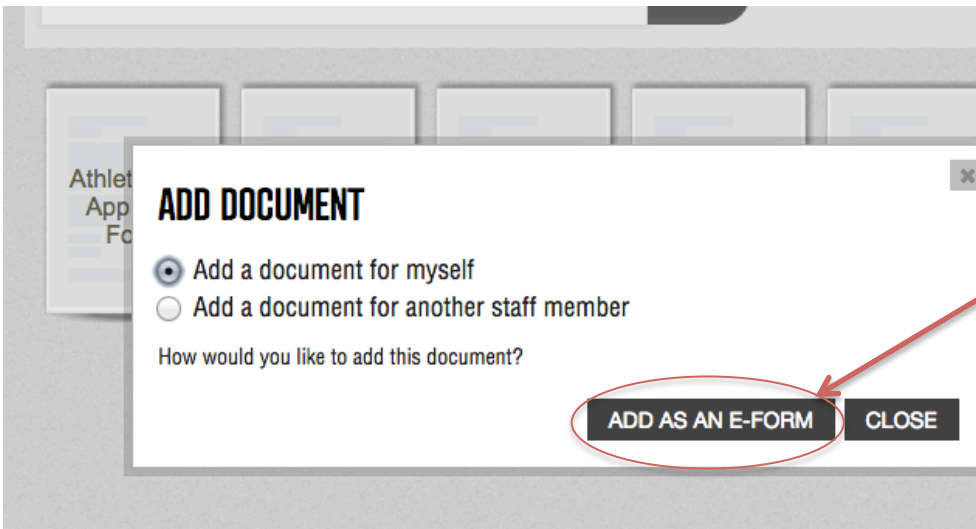
- ***Please make sure the H is Capital & include the period at the end.*
- *You will then be asked to reset your Password: Save this for future logins.*
- *This password is ONLY for 1st time users. If you have logged in before you should of reset your password already.*
- *If you have trouble logging in email: arlet.estrada@usd210.org*



Once logged in click on Blank Docs at the top.



The following forms will appear:
Click on Tuition Reimbursement.



A pop-up will open click on Add as an E-Form

This is an example of what the form looks like. Be sure to fill out all the information in order to process the tuition reimbursement correctly.

Make sure to click *Save Final* in order to submit this form for to your supervisor.