DEPENDENT CHILD TUITION WAIVER

FOR UHP MEMBERS, FACULTY, AND MANAGERIAL/CONFIDENTIAL EMPLOYEES

In order to utilize the on-line dependent child tuition waiver system, employees will need to have the following information readily available:

- Employee’s Last Name
- Employee’s Date of Birth
- Employee’s 6-Digit State Employee ID Number
- Employee’s Department Name
- Employee’s Last 4-Digits of Social Security Number
- Dependent Child’s 7-Digit Student ID Number
- Dependent Child’s Date of Birth
- Employee’s NetID (see instructions below for how to obtain NetID)
- Employee’s NetID Password (see instructions below for how to set the password)

INSTRUCTIONS –

Access the on-line system by clicking on the following link: https://workflow.apps.uconn.edu/dtw/
- If you already know your NetID and Password, please click on the word HERE in the following statement - Please click Here to begin your dependent child tuition waiver request

If you have never activated your NetID, you will need to follow the instructions for Step 1

- **STEP 1 – Find NetID**
  - Enter your last name
  - Enter your date of birth
  - Skip down to Payroll ID and enter 6-Digit Employee ID Number (located on your paystub)
  - Click “SEARCH”
  - This brings you to a page entitled “NetID Located!”
  - Write down your NetID

If you have never set up your NetID password, you will need to follow the instructions for Step 2

- **STEP 2 – Setting up your password**
  - Click the link below your NetID to go to the “ACTIVATION PAGE”
  - Enter your NetID
  - Click “NEXT”
  - Enter the last 4 digits of your social security number
  - Enter your date of birth
  - Click “ACTIVATE”
  - Enter the three security questions
  - Click “NEXT”
Set your password
  • Enter it twice
  • Click “SET PASSWORD”

Close window

• STEP 3 – Go back to initial window and click on the word HERE in the following statement - Please click Here to begin your dependent child tuition waiver request
  • Click “YES” to allow entry to secure site
  • This brings you to NetID Single Sign-On Page
  • Enter NetID and Password
  • Click “LOGIN”
  • Enter the dependent child’s Student ID and dependent child’s date of birth
  • Click “CONTINUE”
  • Enter employee’s department name
  • Enter comments – enter semester and year (i.e. Spring 2011)
  • Click “SUBMIT”

○ NOTIFICATION PROCESS
  • Employee will immediately receive an e-mail notification acknowledging the request that will provide the employee with a link to be able to check on the status of the request.
  • The request is initially routed to Human Resources, and then to the Bursar’s office at Storrs.
  • Once Storrs approves the request, the employee will receive another e-mail.