

### Directions for Entering Dependent Tuition Reimbursement Application

1. Go to **My Southeast** link (<https://portal.semo.edu/cp/home/displaylogin>) and enter your **SE Key** and **Password**
2. Click on **Employee SS tab**
3. Under **Human Resources Heading** Click on **Dependent Tuition Reimbursement Application**
4. Click on the **Semester** for which your dependent is enrolling
5. Enter your **Dependent's Southeast ID**
6. Enter your **Course ID and Section Number**
7. Click on **Verify**
8. The screen will populate with your Dependent's information. Verify the information is correct.
9. Click on "**I Accept**"
10. Click on **Create Application**
11. To Exit...click on **Return to Main Menu** and then **Exit** at the top of the screen
12. An email will be sent to you as confirmation that your application has been received