

### Directions for Entering Fee Waiver 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 **Employee Fee Waiver Application**
4. Click on **Employee Fee Waiver Application**
5. Enter **Student Classification**
6. Click on **Semester**
7. Enter your **Course ID and Section Number**
8. Click on **Verify**
9. The screen should populate with your courses that you have elected
10. Click on whether the coursework **will be or will not** be during regular work hours. If during work hours enter an explanation of how you will make up the hours.
11. Click if you are **Faculty or Staff** member
12. Click on **"I accept"**
13. Click on **Create Application**
14. To Exit...click on **Return to Main Menu** and then **Exit** at the top of the screen
15. An email will be sent to you as confirmation that your application has been received by the Human Resources Office once your supervisor(s) approval has been received.