GE has gone to an online system for the Tuition Reimbursement. Please complete the following steps:

1. Open the web browser and navigate to http://hrcentral.geaerospace.com
2. Select Current Employee.
3. Log-in with your ID and Password (the ID is your Single Sign On number). You will need your Yubi Key if you have been issued one. If you don't have a Yubi Key, then don't worry about that part.
4. At the top of the page that comes up, choose Work&Life.
5. On the left side, choose Tuition Reimbursement.
6. Scroll down until you see "Submitting your online application". Click that. Then immediately below that it will have a blue link that says "Submit the online application for approval". Click that blue link. (see the picture below)

> **- Submitting your online application**
>
> **Submit the online application for approval**; at least 30 days prior to starting a course.
>
> - If you plan to take multiple courses, then you must submit a new online application for each individual course.
> - If you receive benefits from a source outside the Company that **does not require** repayment (for example, a scholarship) **do input** that benefit amount in the Financial Aid Amount field.
> - If you receive benefits from a source outside the Company that **does require** repayment (for example, a Federal student loan) **do not input** that benefit amount in the Financial Aid Amount field.
>
> **After you submit the application:**
>
> - Your application will first be forwarded to your Manager for approval.
> - Throughout the application process, you will be updated via email once a step has been completed, as well as when your application has been forwarded to the next level of approval.
> - Once approval is received, your application will remain open until you complete your course and submit the necessary documents for reimbursement. **All documents must be submitted within 120 days of the course end date.**

7. Click on the button that says "Start Application".
8. Now you are at the application.
9. It will ask you to select the program of study – choose One-time Expense, then Individual classes.
10. Enter the course name. For example, Laptop Computer Software.
11. Enter the provider name: **National Technology Learning**
12. Enter the location: **Sharonville, OH**
13. It will then ask you if the provider is based in the USA. Click **Yes**.
14. Type in the cost: **$895**
15. It will ask you why you are taking the class. Please type in something like: **It will help me maintain my job skills.**
16. Select the start Date.
17. Select the end date – make this **1 day before the end date on the flyer**.
18. Click in the checkbox indicating that you agree to the terms.
19. Enter your name when it prompts you to do so.
20. Click on Submit Application.
21. Then repeat the process for any additional classes.