TR-Elf Tip Sheet for Spouse and Dependent Requests

Access: www.ares.umd.edu

1. Access www.ares.umd.edu and select "Electronic Forms" from the left hand column.

2. The Elf homepage should now appear. Select "Access My Forms" from the left hand column of the screen.

3. The Common Login screen should now appear. Login.

4. You have now accessed your personal Elf Box. To create a new form, select "New Form".

5. From the "Create a New Form" screen, select "Tuition Remission Request" under "Public Forms."

6. The TR-Elf form should now appear on your screen.

7. The first step is to designate an addressee, which is the designated approver for your department. Select "Send To:" from the gray area of the screen.

8. Next select "Add Addressee."

9. Enter the last and first name of your department's designated approver and select "Search."

10. Next, select "Add this user" and the Addressee you selected should now appear in the box next to "Send To:"

11. Next, review your personal data listed on the "Employee" screen. **NOTE:** You may make any changes to this form you need to by manually keying them in.

12. Once you are satisfied with the information listed, proceed to the next section of the form entitled, "Employment Info," by selecting "Next."

13. The "Employment Info," section of the form lists information from your employee appointment as seen in PHR. Review the information for accuracy making changes where needed, including the unit you are employed by and whether you are full time or part time (if part time, key in your FTE in the space provided). Campus employed is defaulted to University of Maryland, College Park. The Account section is to be completed by your department approver.
NOTE: Your form can not be forwarded to the Remission of Fees system until both your department and the Personnel Services Department approves your request. Once both have approved your request, the system will download your information into the Remission of Fees system and within 3-5 business days from the last approval date, the tuition remission will post to the student account, provided that the applicant has an active, approved appointment in PHR and are registered for the current semester. You may access your student account via www.testudo.umd.edu