Tuition Exemption Request – Quick Reference Guide

The purpose of this quick reference guide is to enable a user to quickly fill out or approve a Tuition Exemption Request.

Initiating a Tuition Exemption Request
1. Log in to the myLSU Portal by clicking on “Login to myLSU” in the top, left-hand corner of the lsu.edu website.
2. Click on the “Tuition Exemption Request” under Employee Resources in the myLSU portal.
3. Click “Agree” (which is agreeing to the criteria for eligibility)
4. Fill in all fields in the Supervisor/Department Head Information section of the request tab.
5. Fill in all fields in the Semester/Work Information section of the request tab.
6. Click Continue

Approving a Tuition Exemption Request

Approving via Email
1. To approve by email, reply to the email with “Approve” or “Disapprove”.
2. If you wish to approve via the application, this can be done by clicking the link to process the request.

Approving via Application
1. To approve by application, log in to the myLSU Portal by clicking on “Login to myLSU” in the top, left-hand corner of the lsu.edu website.
2. Click on “LSU BPM” on the left sidebar of the myLSU Portal.
3. Click the “Process Request” link for the request that you wish to approve.
4. If viewing the form to approve, you will have a form open with three tabs to review prior to making a decision:
   a. Request Information tab (includes items to approve/disapprove)
   b. Comments tab (all comments added to the form)
   c. Audit Information tab (the request details including past progress).
5. On the Request Information tab, the approver has the opportunity to approve or deny the request. Depending on what action they select, they will have additional steps:
   a. Approve – Approval Certification
   b. Deny – The approver will be prompted to add a comment to the request.

Checking the status of a Tuition Exemption Request
1. Log in to the myLSU Portal by clicking on “Login to myLSU” in the top, left-hand corner of the lsu.edu website.
2. Click on “LSU BPM” on the left sidebar of the myLSU Portal.
3. In the bottom section of the BPM Portal in the Watch List, double click the line that corresponds to the request you are wishing to view the status of.
a. NOTE: Requests that are shown in the Watch List meet one of the following criteria:
   i. You are the initiator/requestor.
   ii. You have actioned the request at any stage
b. NOTE: Ensure your browser’s pop up blocker is not prohibiting the request page from opening.