<u>NEW ELECTRONIC FEE WAIVER</u> <u>STEP-BY-STEP INSTRUCTIONS</u>

1. Log into the CCSDAS from the Intranet page.

(Use the same username and password that you log into your email.)



- 2. Click on the Fee Waiver tab, read the instructions posted, then start application.
 - a. Please read and carefully choose the appropriate school. University programs offered may be similar.

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3. Fill out each section of the application.



4. If you choose Priority I or II, please upload your documentation (see documentation required next to the Priority status). PDF is the preferred format. *You cannot upload separate files.

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5. Save your application and you will see the following screen: Your application is now pending. You should receive an email confirmation that your application is submitted.

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- 6. Log back into the system at any time to see the status of your application.
- 7. Once the Fee Waiver Committee has met, you will receive notification through your CCS email if you were approved or denied a fee waiver (2-3 weeks after deadline). Specific details of your approval or denial will be sent via interoffice mail. If approved, please sign and return any documents received within 2 weeks to avoid forfeiting your fee waiver.
- 8. If you have questions, please call Leslie Butler at the Professional Learning & Licensure office, 614-365-8078. You may also email at <u>lbutler@columbus.k12.oh.us</u>.

Step-by-Step Instructions for Using a Non CCS Computer

1. Go to the CCS website (<u>www.ccsoh.us</u>), click on the staff page, then click on CCS Portal.

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2. Sign into Citrix using CCS\username and password (same login as your email.)

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3. Click on the DESKTOPS link.

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5. This screen brings you to your school desktop. Follow the step-by-step instructions for logging in using a school computer.