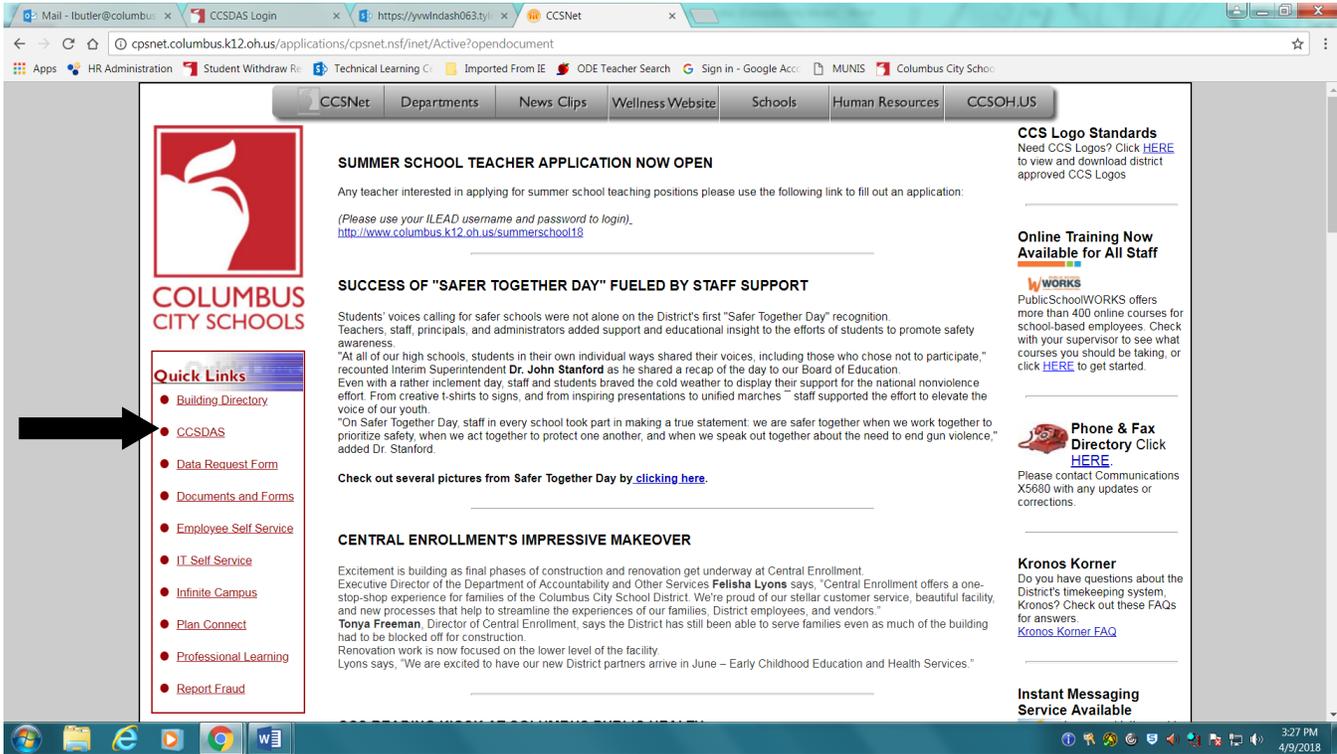
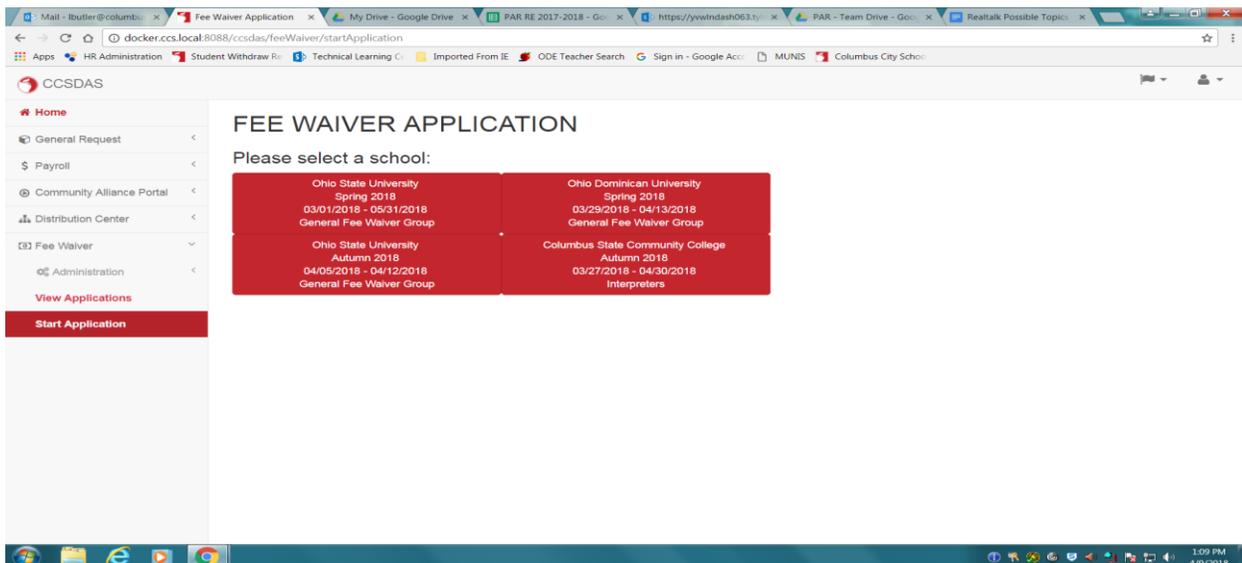


# NEW ELECTRONIC FEE WAIVER STEP-BY-STEP INSTRUCTIONS

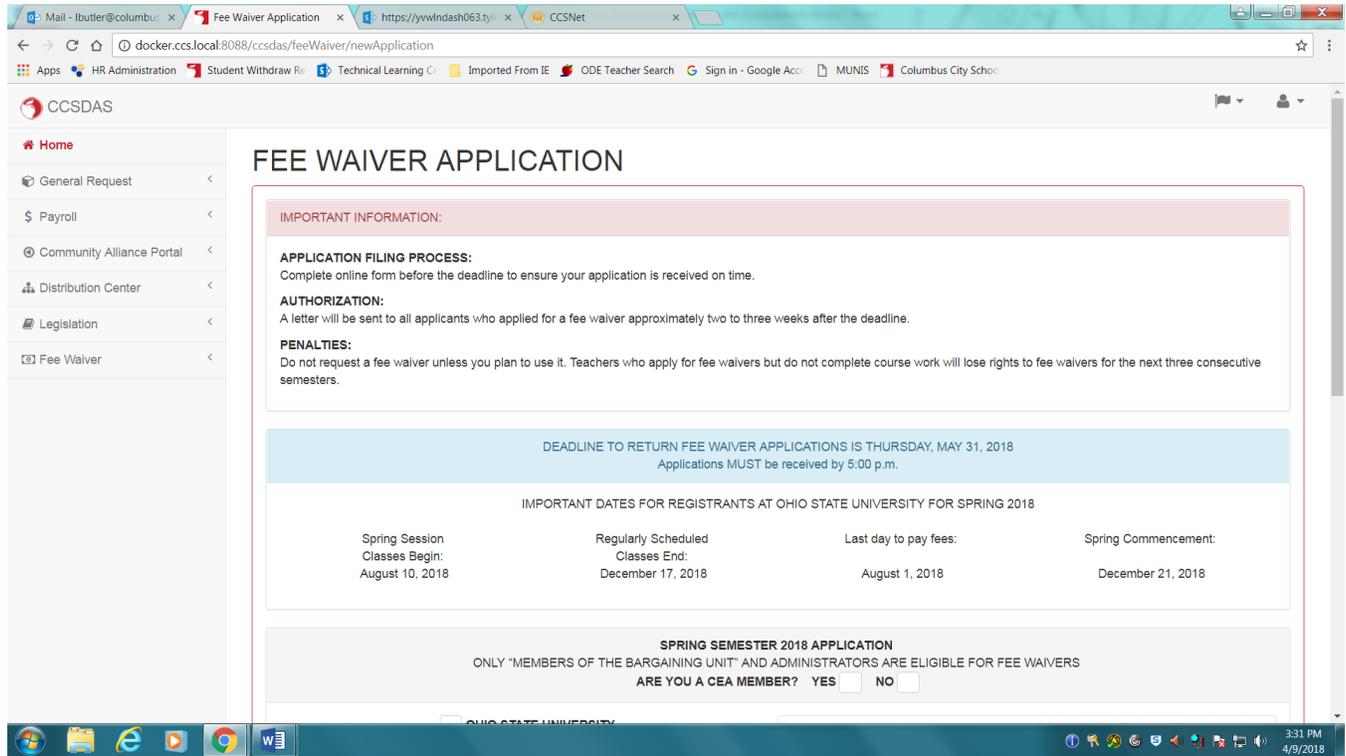
1. Log into the CCSDAS from the Intranet page.  
(Use the same username and password that you log into your email.)



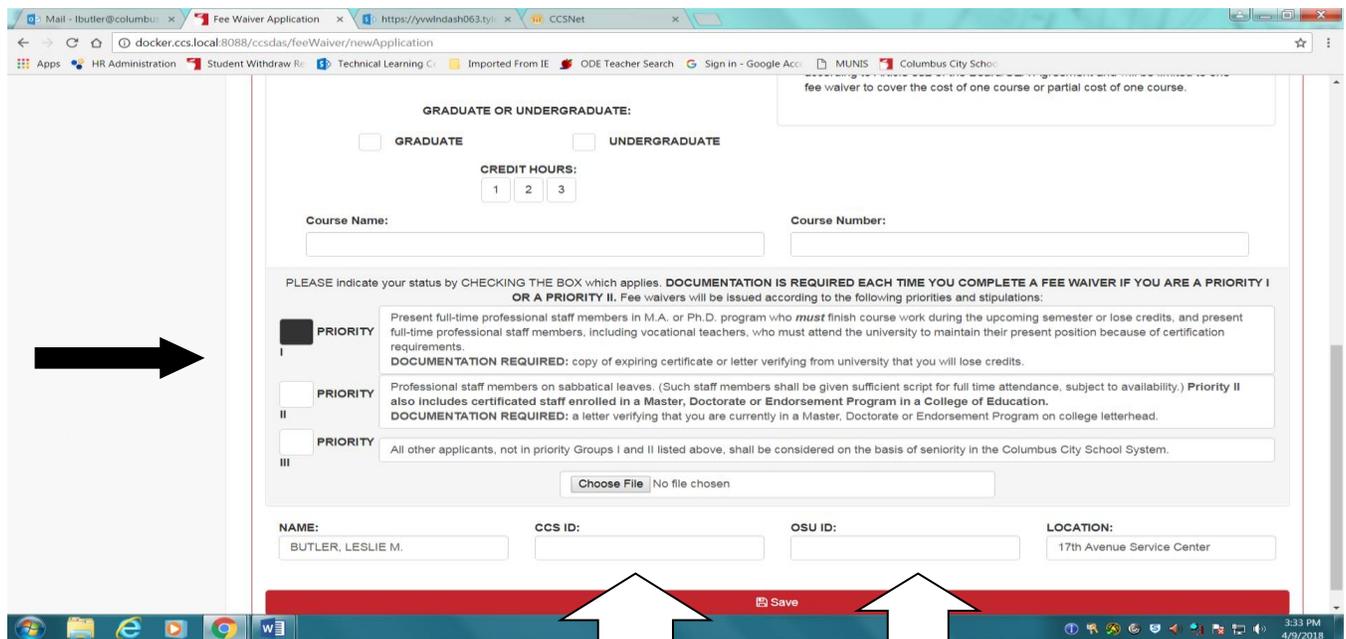
2. Click on the Fee Waiver tab, read the instructions posted, then start application.
  - a. Please read and carefully choose the appropriate school. University programs offered may be similar.



3. Fill out each section of the application.



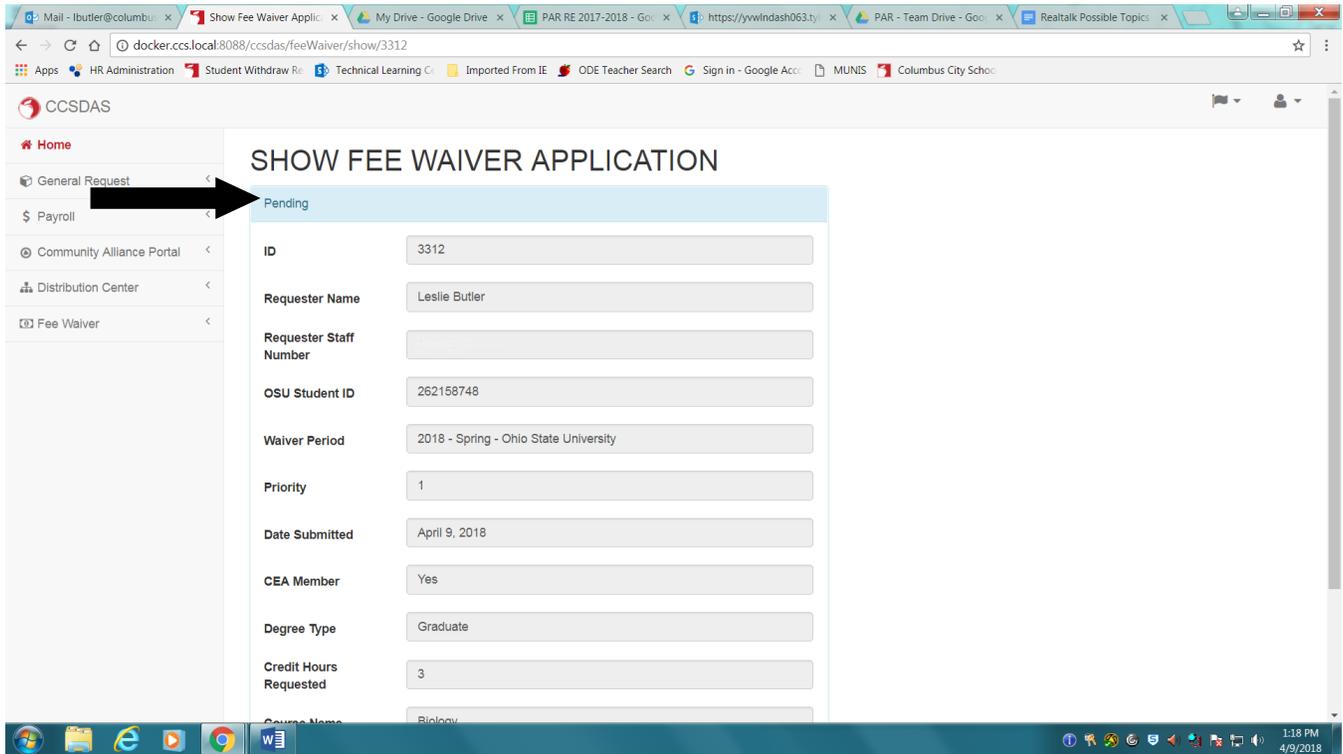
4. If you choose Priority I or II, please upload your documentation (see documentation required next to the Priority status). PDF is the preferred format. \*You cannot upload separate files.



The system will automatically populate your CCS ID.

This field cannot be left blank.

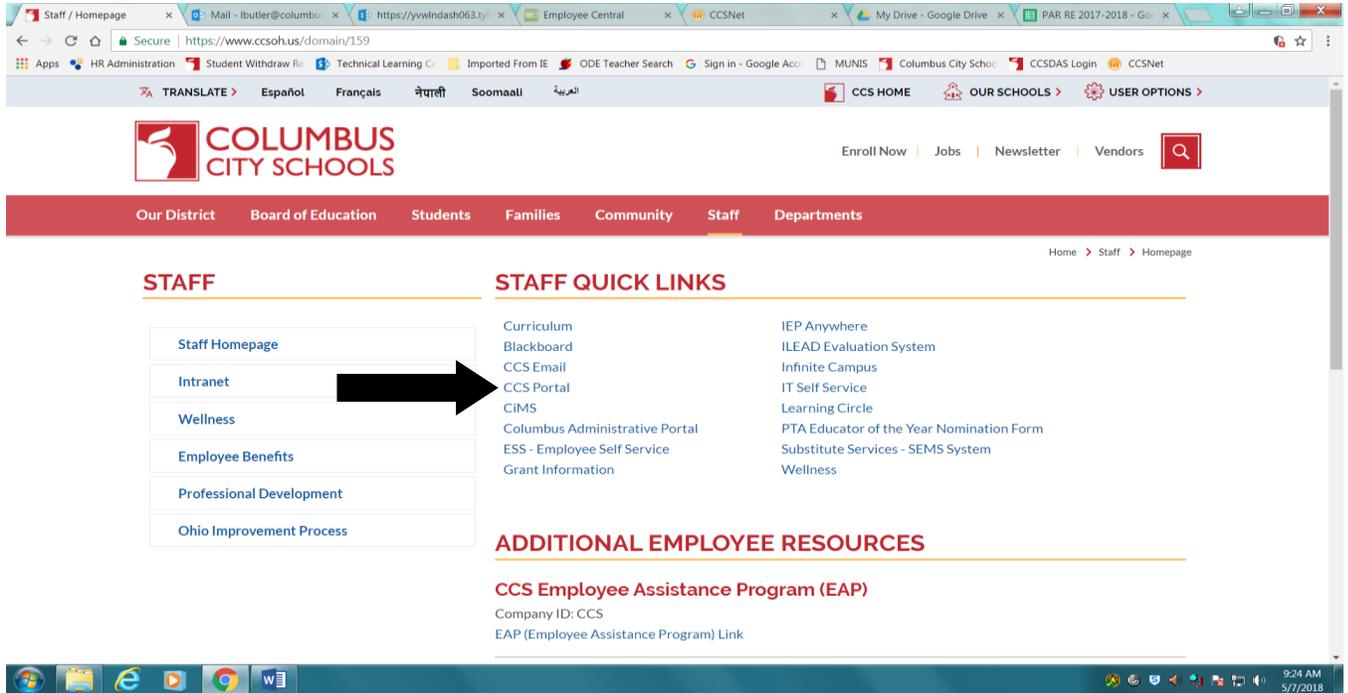
5. Save your application and you will see the following screen: Your application is now pending. You should receive an email confirmation that your application is submitted.



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 [lbutler@columbus.k12.oh.us](mailto:lbutler@columbus.k12.oh.us).

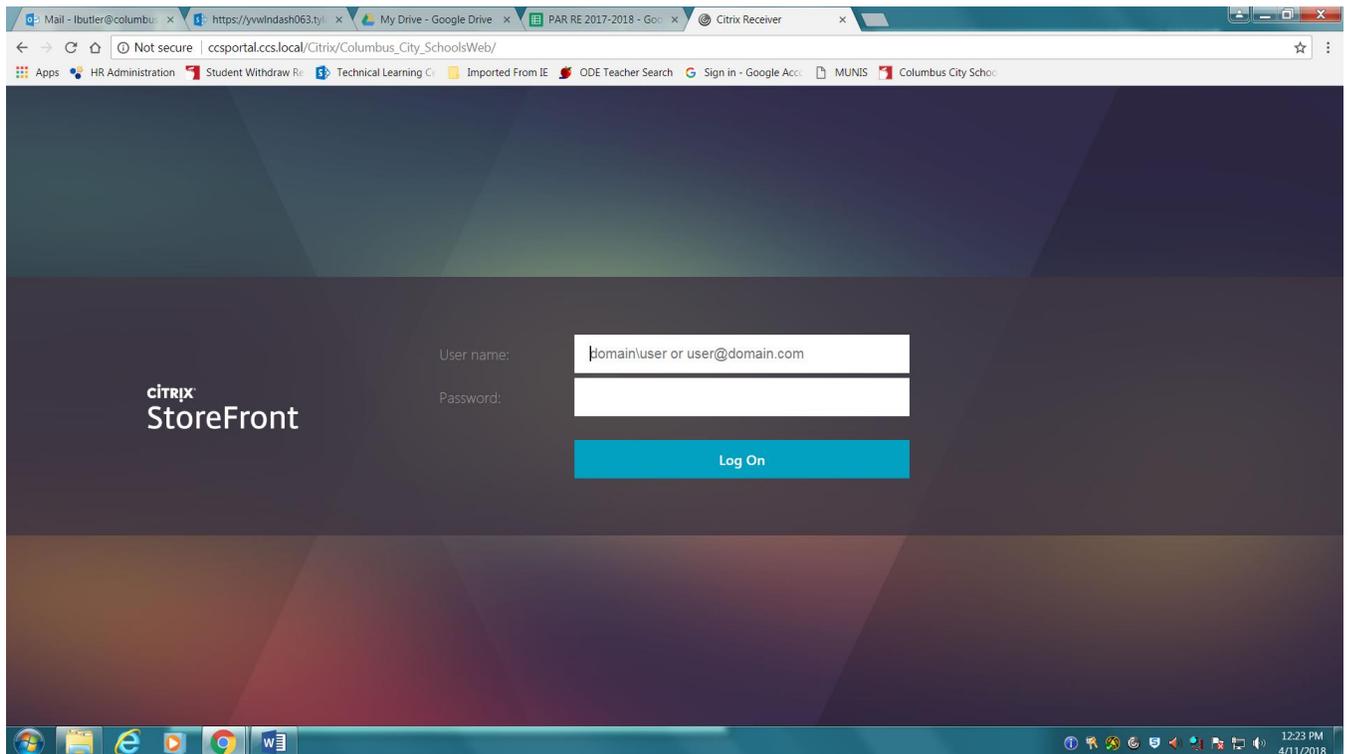
## Step-by-Step Instructions for Using a Non CCS Computer

1. Go to the CCS website ([www.ccssoh.us](http://www.ccssoh.us)), click on the staff page, then click on CCS Portal.



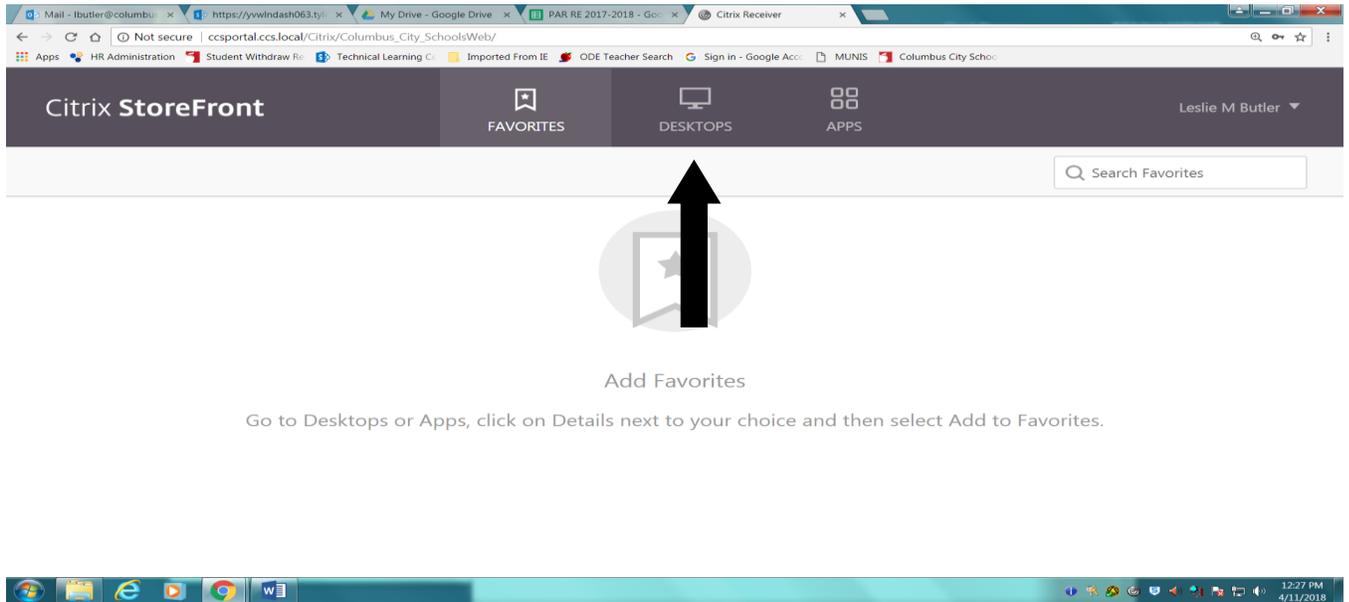
The screenshot shows the Columbus City Schools website's staff page. The page has a red header with the school logo and navigation links. Below the header, there are two main sections: 'STAFF' and 'STAFF QUICK LINKS'. The 'STAFF' section contains a list of links: Staff Homepage, Intranet, Wellness, Employee Benefits, Professional Development, and Ohio Improvement Process. A large black arrow points from the 'Intranet' link to the 'STAFF QUICK LINKS' section. The 'STAFF QUICK LINKS' section lists various tools and services: Curriculum, Blackboard, CCS Email, CCS Portal, CiMS, Columbus Administrative Portal, ESS - Employee Self Service, Grant Information, IEP Anywhere, ILEAD Evaluation System, Infinite Campus, IT Self Service, Learning Circle, PTA Educator of the Year Nomination Form, Substitute Services - SEMS System, and Wellness. Below this is the 'ADDITIONAL EMPLOYEE RESOURCES' section, which includes the 'CCS Employee Assistance Program (EAP)' with a link to the EAP (Employee Assistance Program) Link. The browser's address bar shows the URL 'https://www.ccssoh.us/domain/159'.

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



The screenshot shows the Citrix StoreFront login page. The page has a dark background with the Citrix StoreFront logo on the left. On the right, there are two input fields: 'User name:' and 'Password:'. The 'User name:' field contains the text 'domain\user or user@domain.com'. Below the input fields is a blue 'Log On' button. The browser's address bar shows the URL 'https://www.ccssoh.us/domain/159'.

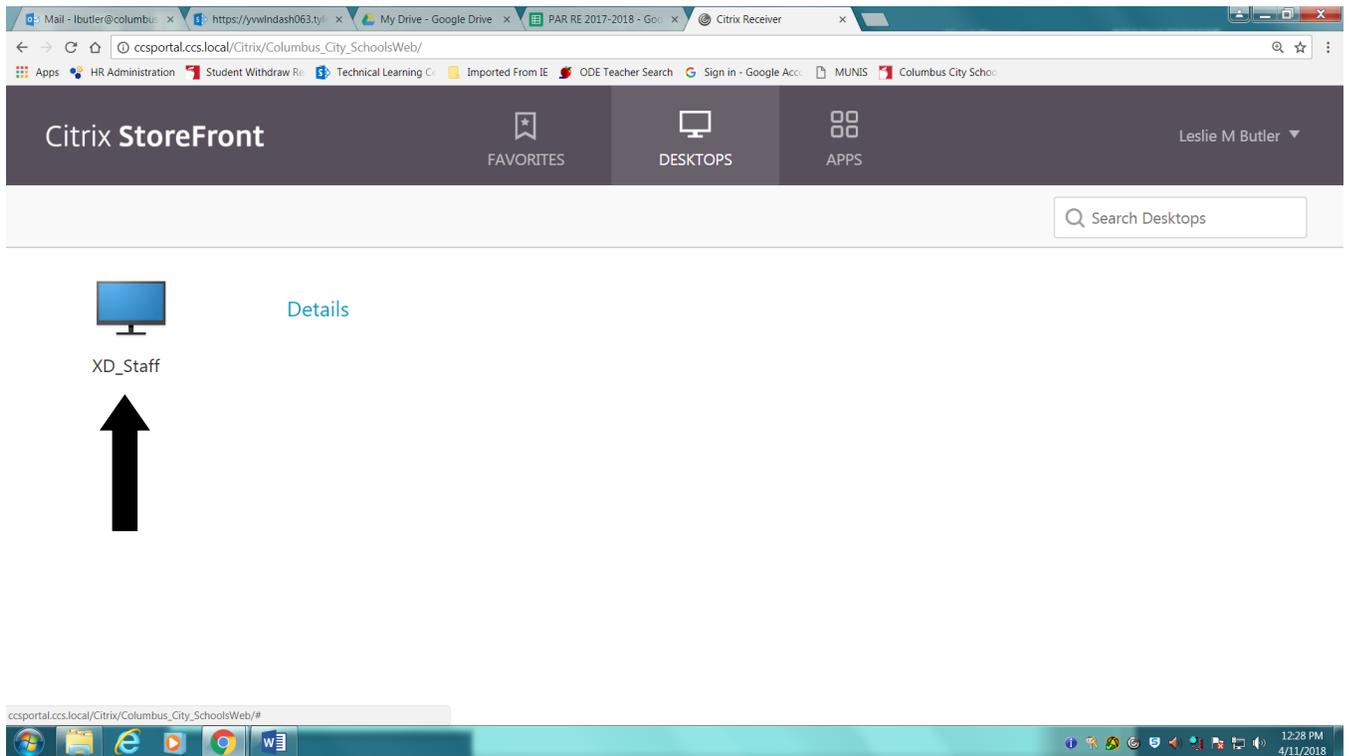
3. Click on the DESKTOPS link.



Add Favorites

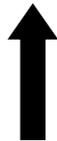
Go to Desktops or Apps, click on Details next to your choice and then select Add to Favorites.

4. Click on the XD\_STAFF link.



XD\_Staff

Details



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