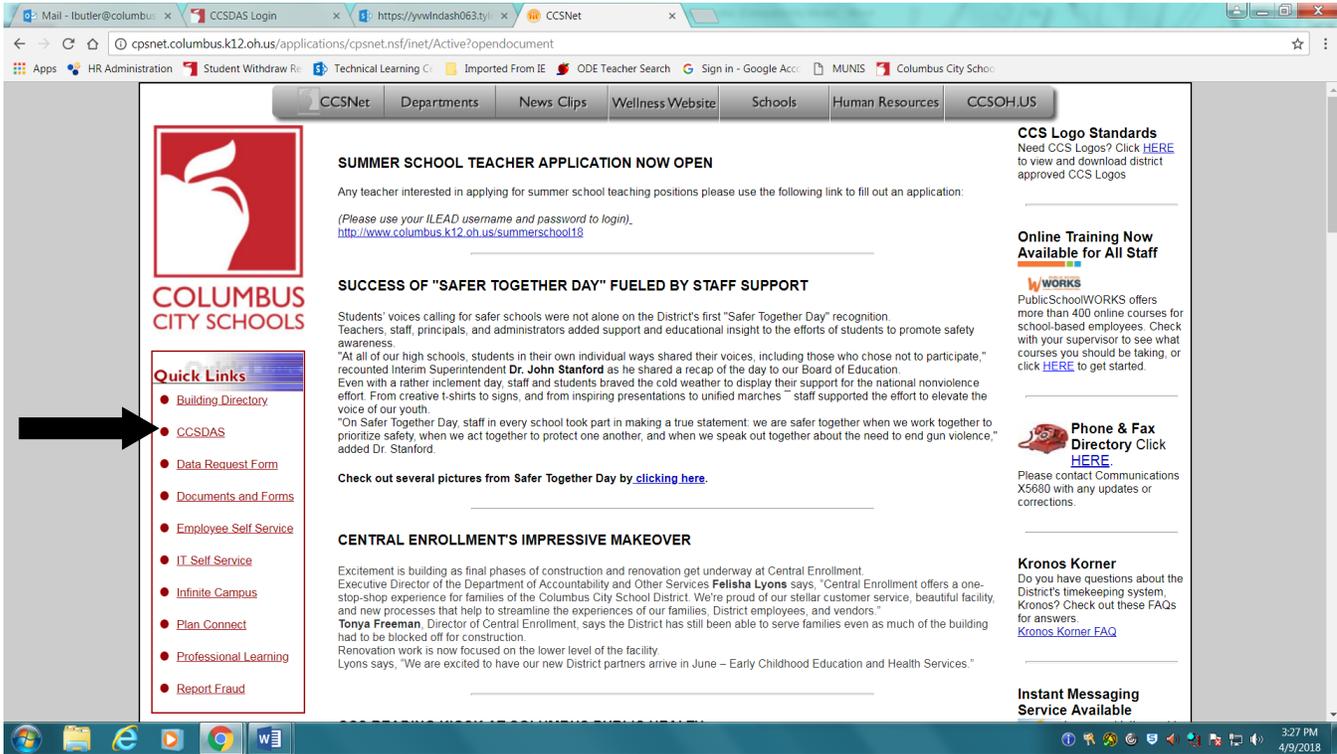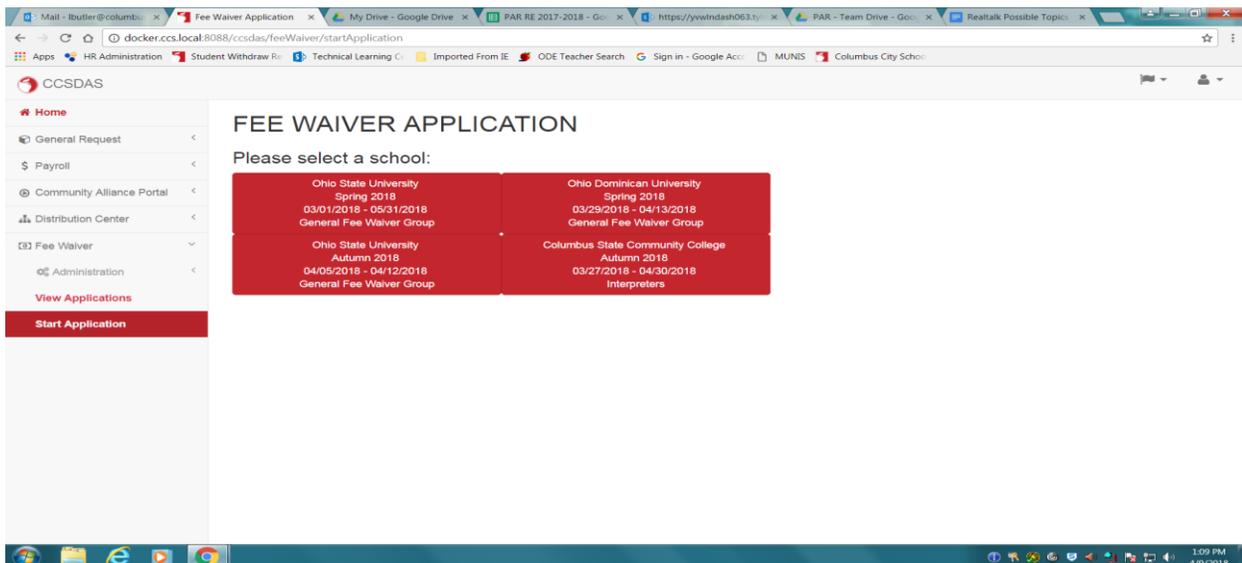# NEW ELECTRONIC FEE WAIVER
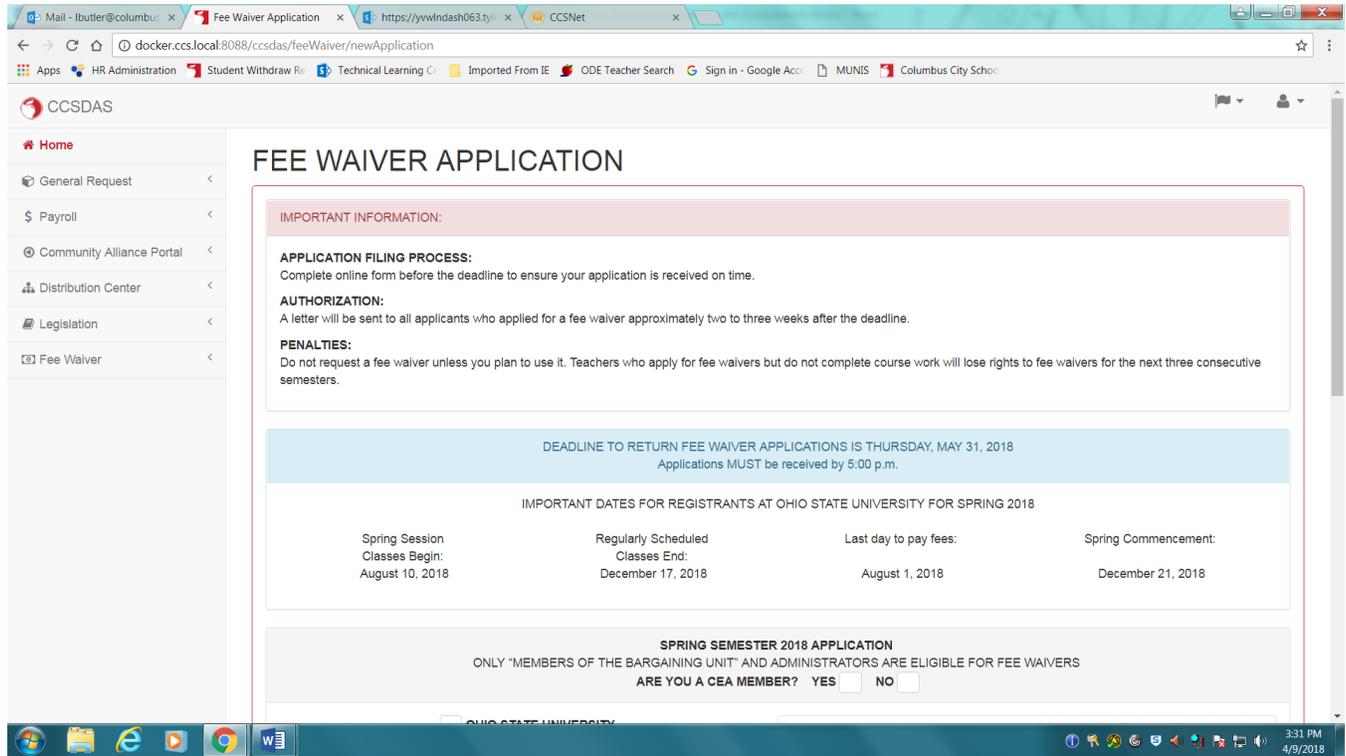# STEP-BY-STEP INSTRUCTIONS

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.
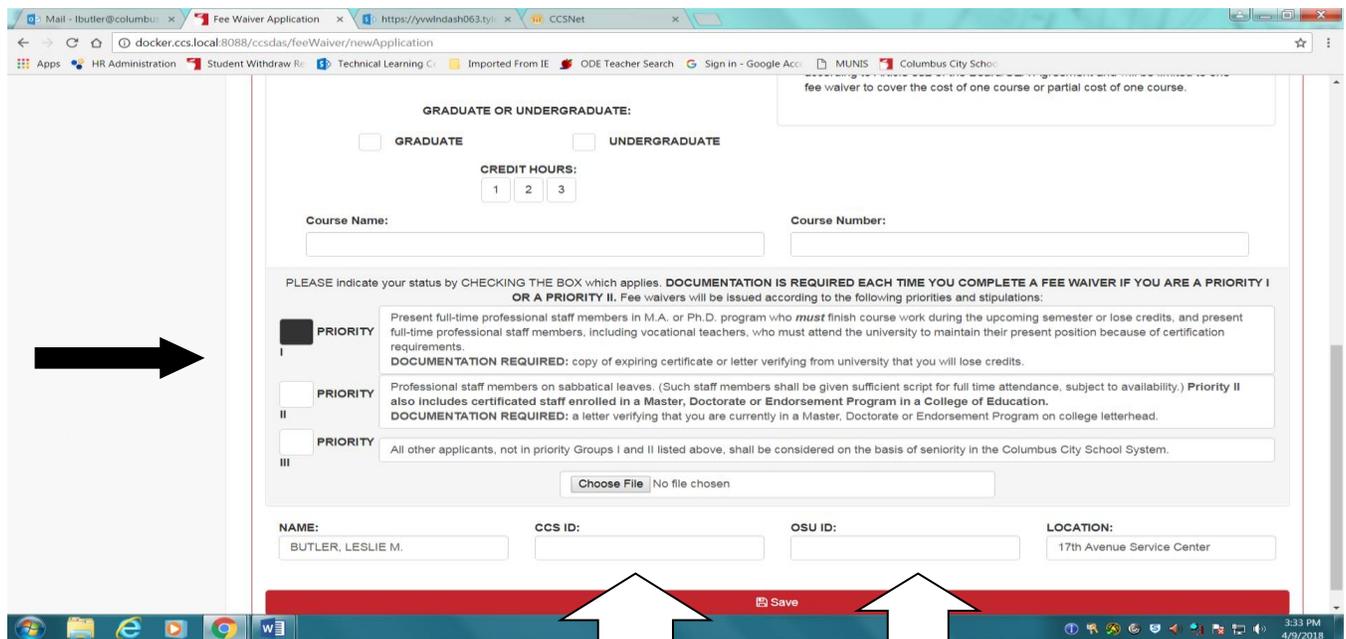
The system will automatically populate your CCS ID.
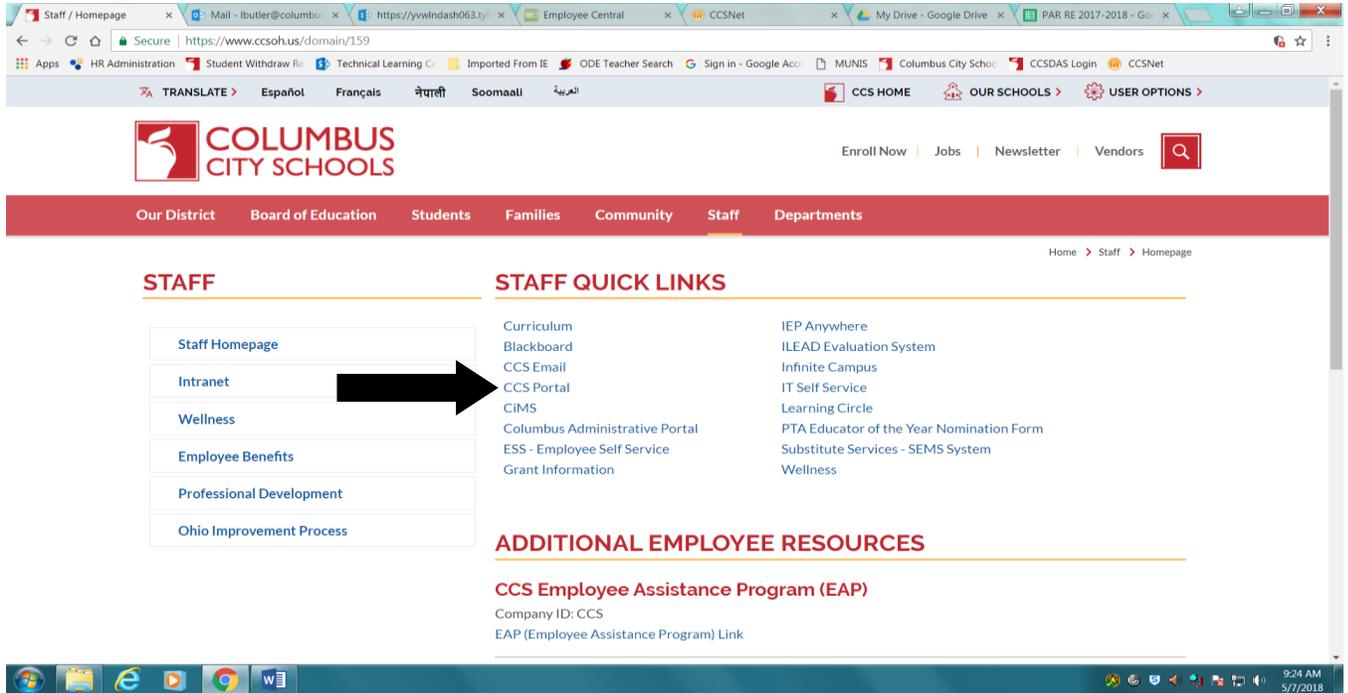
This field cannot be left blank.

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.
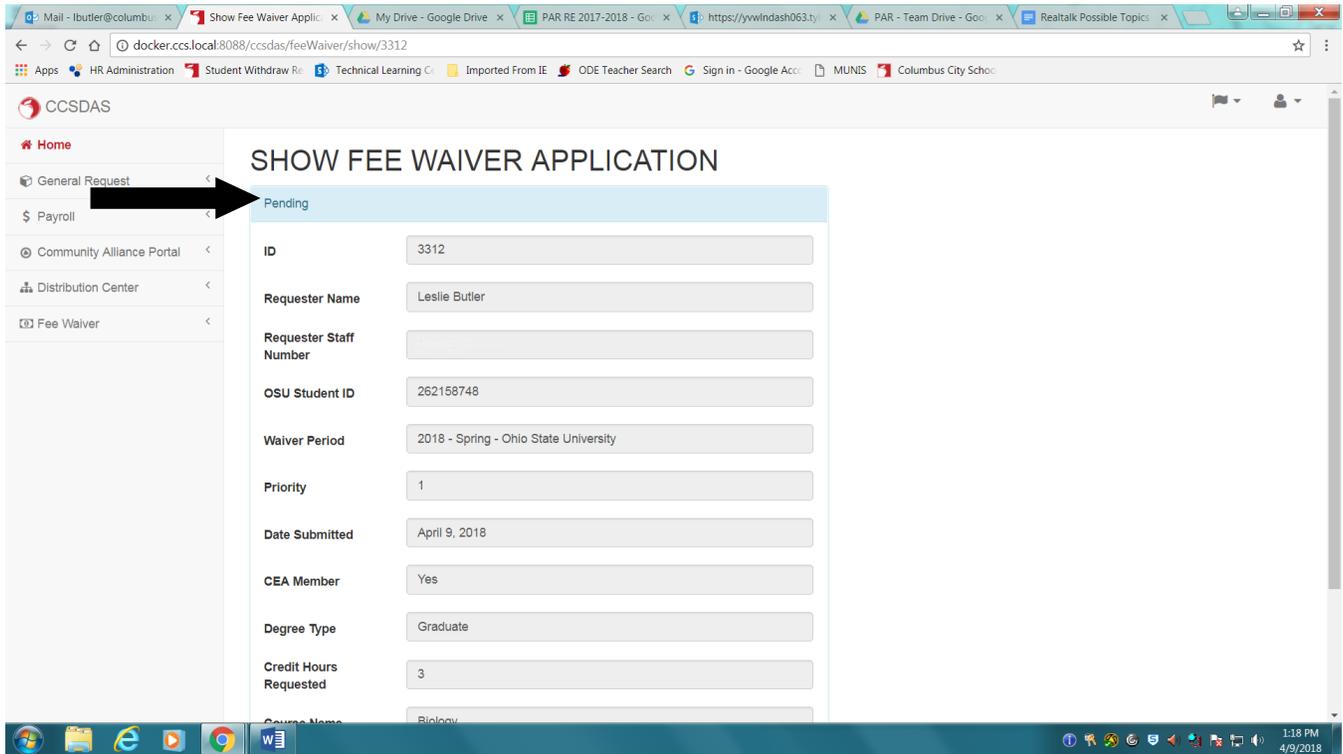
6. Log back into the system at any time to see the status of your application.

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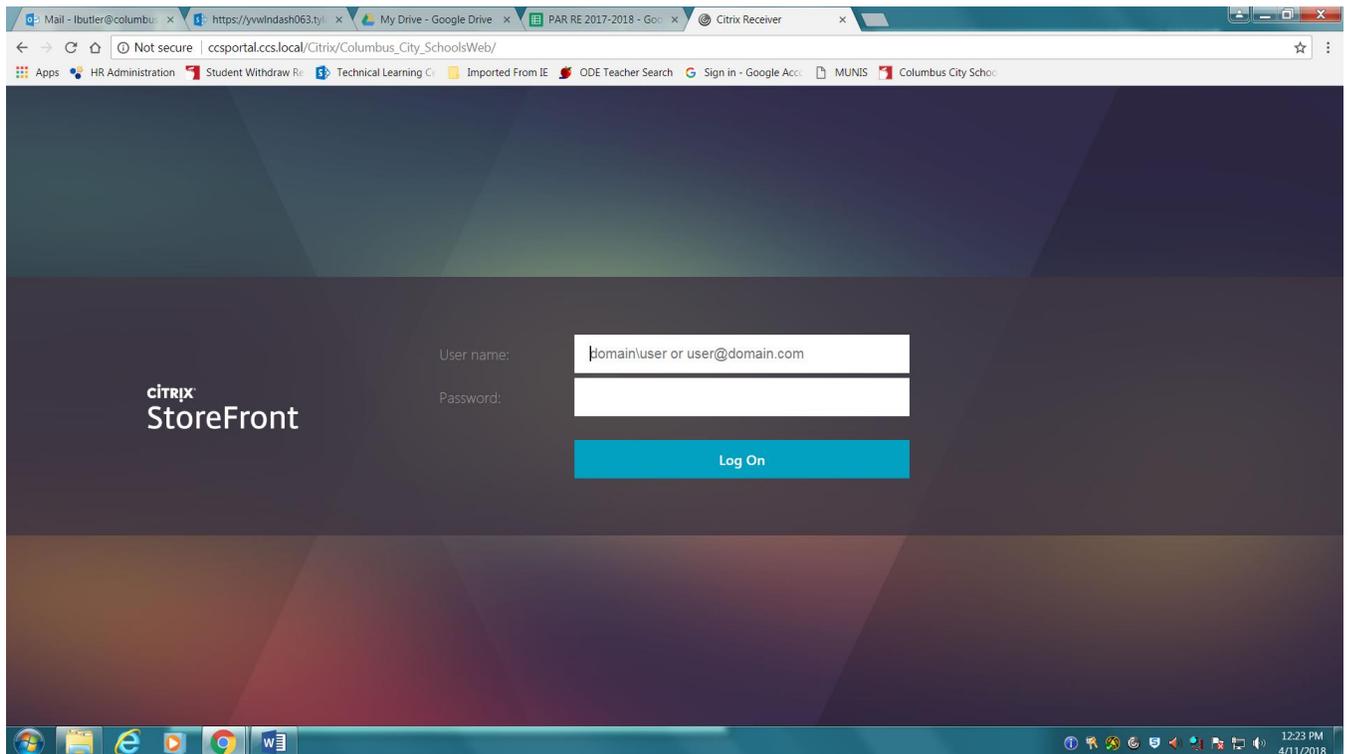
Step-by-Step Instructions for Using a Non CCS Computer

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

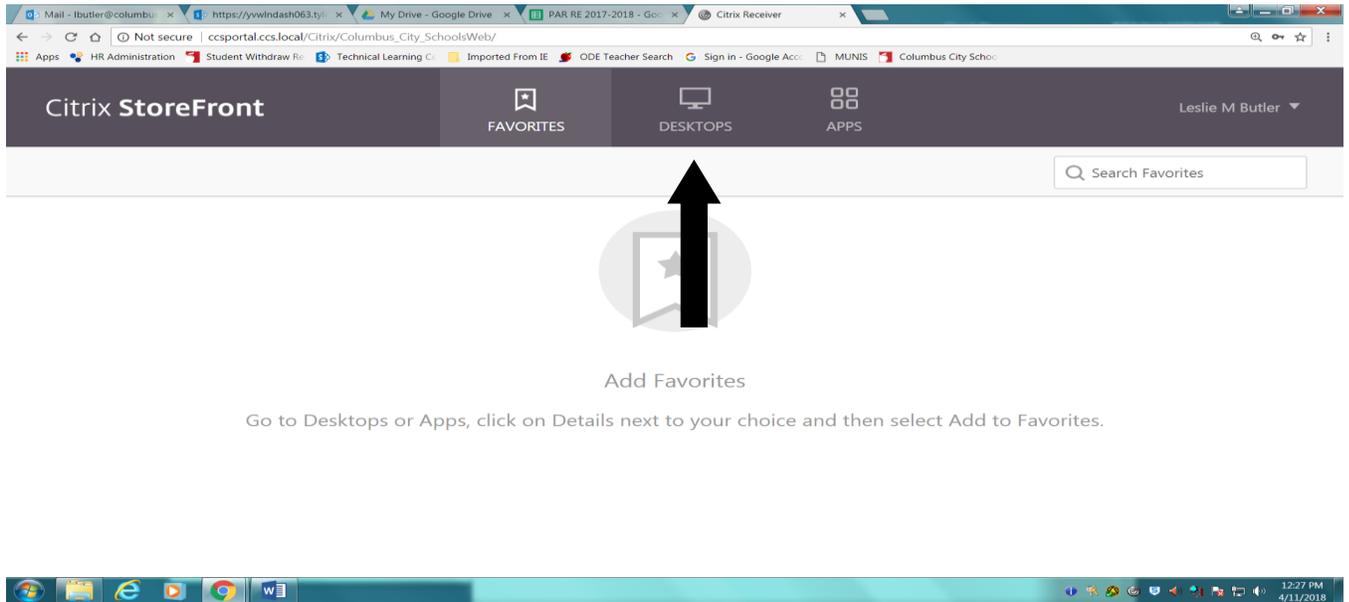2. Sign into Citrix using CCS\username and passwword (same login as your email.)

3. Click on the DESKTOPS link.

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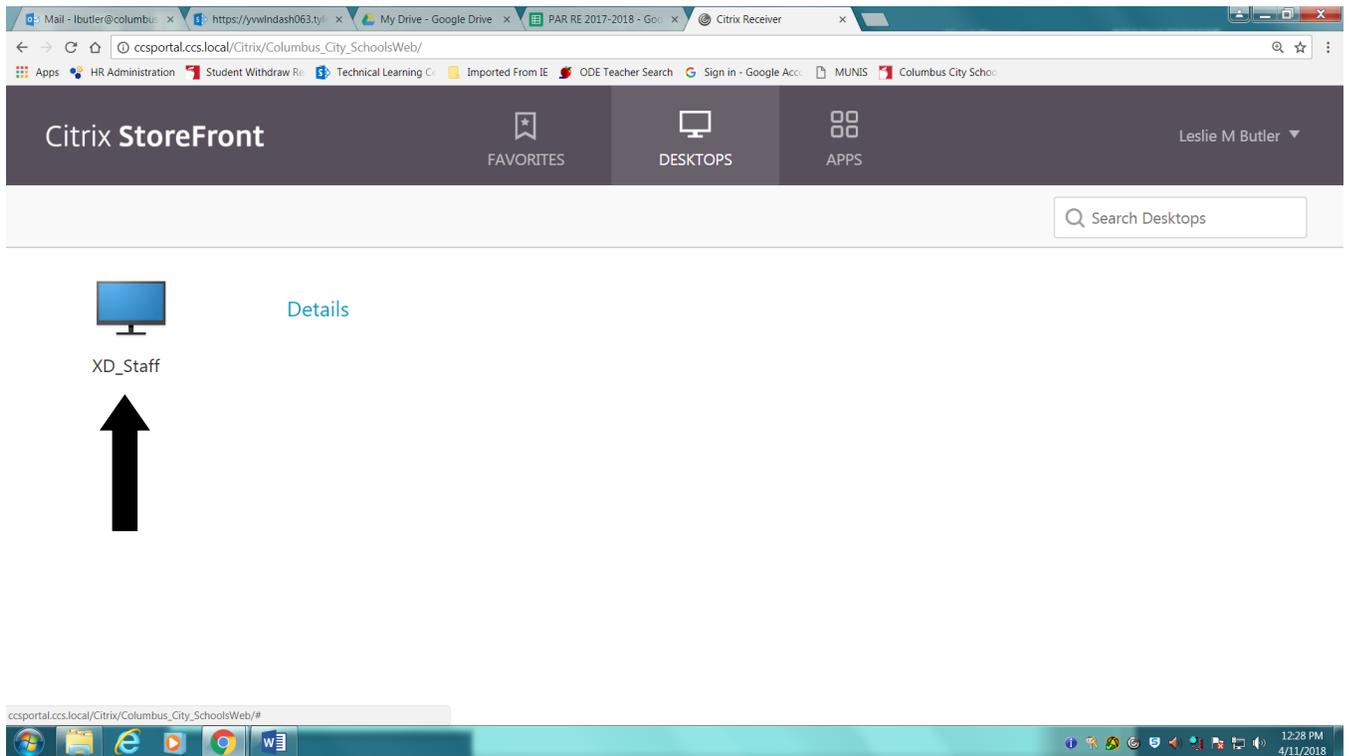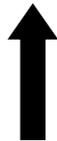
5. This screen brings you to your school desktop. Follow the step-by-step instructions for logging in using a school computer.