Tuition Support Database
User Manual

## Contents

Administrator Functions

Administrative Log In

The Tuition Support program's web-based database can be accessed via the following link: http://swhdtuitionsupport.azurewebsites.net/. The administrators that manage the program log in to the system in the same way that applicants do, however applicants create their own profiles whereas administrators are set up with log in information by either IT or a lead administrator.
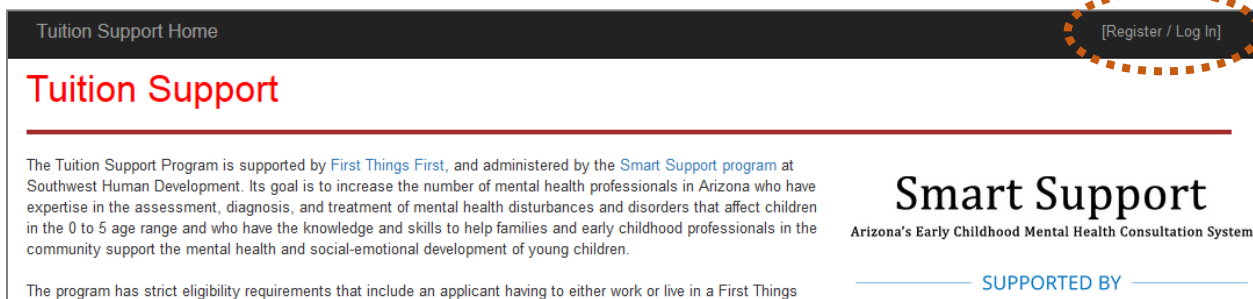

To login to the system, click on "Register / Log In" in the top right corner. Next enter your SWHD email address and the default password of **welcome**.
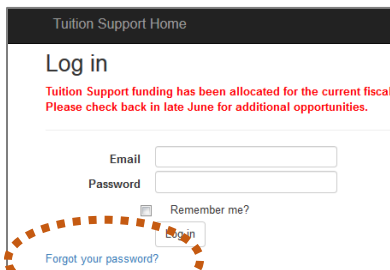
If you click on "Forgot your password," you will receive a link via email to reset your password. The link will take you to the webpage on the right to reset your password. Click "Reset" to confirm the new password.
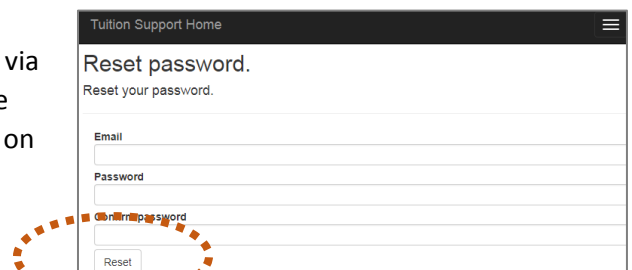

The homepage, or dashboard, is the screen that appears once you log in (pictured below). The dashboard for administrators automatically shows a list of pending applications. The list may be filtered by unclicking the "Pending" check box to the left or by choosing a different status option to the right. The list is also filterable by any of the data that you see in the list (i.e. name, date, region, amount, etc.). Users may return to the dashboard by clicking on "Tuition Support Home."
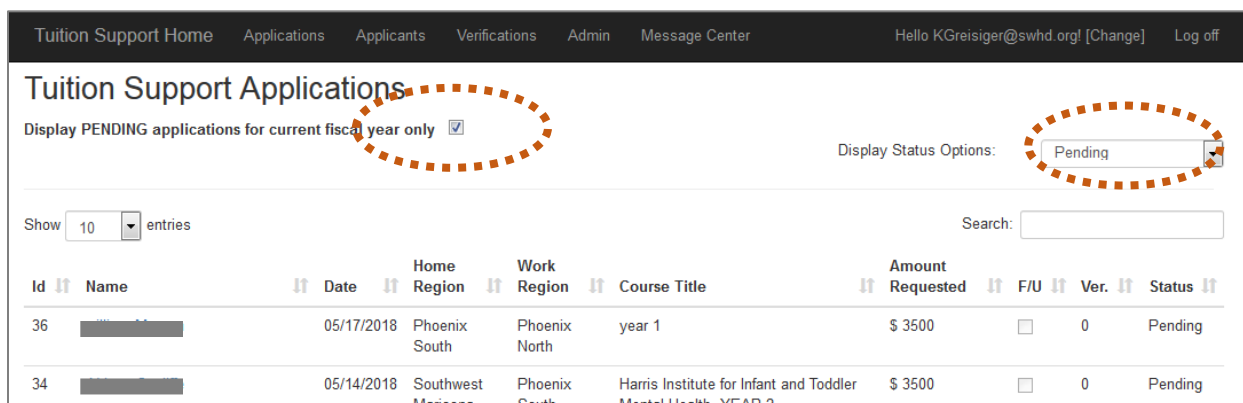
Administrator users can access the following functions via links at the top of the web page.

Applications
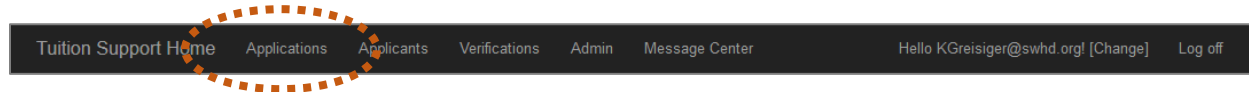
The "Applications" page allows an admin user to see a list of all applications. You may filter the list the same way that the dashboard list is filtered. An application must be *submitted* in order to be viewed in either list.

Click on a name to view an application. Each submitted application has a unique ID that is auto-generated. *The top of each application also shows how much money has been allocated for the current fiscal year.*

Review & Process Applications

The Tuition Support program receives $100,000 per fiscal year (July 1-June 30) from First Things First. The program is administered by Smart Support staff, and each application is reviewed by a small, review committee. Each applicant's application is also considered on an individual basis, but must pass specific eligibility requirements, some of which include but are not limited to:

- Applicant has a license-eligible graduate-level degree, or is in a program that is license-eligible
- Applicant works in the 0-5 mental health field in Arizona, or is trying to enter the field
- Applicant awards cannot exceed more than $5,000 in one year, or $10,000 in three years
- Applicant is applying for registration or tuition coverage for an evidence-based or accredited program

Applicants are expected to apply at least 30 days before the start of their training or course. If an applicant is applying for support for a license-eligible graduate program, they should apply one time per semester or session. Applications can be reviewed from the administrators' dashboard or from the "Applications" page.

Administrators may also mark an application as needing a "Follow Up." They can do this by clicking on the "Follow Up" check box on the application. If an application is needing a follow up, then it will show a check under the follow up column on the list of applications, as seen in the below example.

Once the status of the application is determined, the administrator must send either an approval or denial letter to the applicant via their email. The administrator has the option to use the "Send a Letter to Applicant" function to create a letter based off of the approved or denied templates. Click on the "Send a Letter to Applicant" link to continue.

The administrator will then be taken to the following screen. Where they can choose a letter template to fill in the award's data. Administrators must keep the letter templates on their computer or shared drive to access them via the "Browse" function as seen to the left.
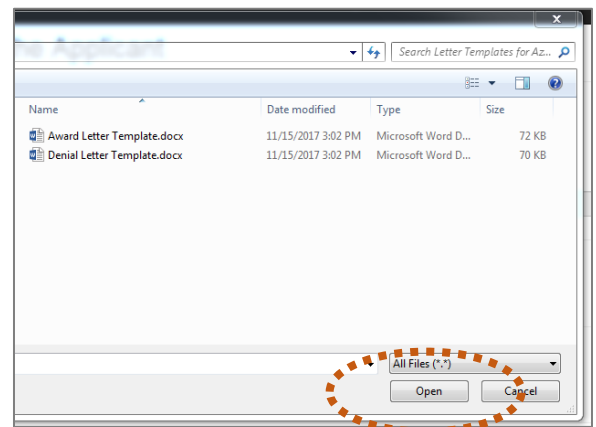
Next choose the template that you need – either Approval or Denial. Click "Open" to continue.

Once the template letter is chosen, click on "Click to create and download the Letter." Your letter will then be in the download folder and be available to save and to email to the applicant. Award letters must be submitted with requisitions for award payments. *When sending an award letter to an applicant make sure to wait for their response accepting the award before paying for any registration or coursework.* When you have completed creating the letter, click "Close the Form" to return to the application.