

ESL Tutorial (Spanish)

Prepaid ESL and High School Diploma Program

Bright Horizons
EdAssist Solutions
Workforce Education



Atrium Health

Inicie Su Aplicación

Bright Horizons
EdAssist Solutions

Workforce Education

Home Education Coaching History **New Application**

+ Messages 10 New

Good Morning Allison,
Welcome! To learn more about your employer's program and policy, please review documents in the "Using your Benefits" section of the home page. When you are ready to get your education started, click "Apply Now" to get the ball rolling.

Apply Now

Schedule Free Education Coaching

View Discounts from Network Schools

Action Needed
Currently there are no outstanding action items.

Using Your Benefits

- Mandatory Coaching Instructions
- HR-6.04 Frequently Asked Questions
- Tuition Programs Video Tutorials
- Atrium Direct Bill Job Aid
- Atrium Traditional-Non Degree Job Aid
- HR-6.04 Atrium Health Human Resources Educational Assistance Plan Benefit

Your Benefit Balances

Select your desired program, degree and benefit period to track your education expenses. * = Required

Employer Program * Education Program * Benefit Period *

Select Select Select

Employer Paid	Requested	Limit	Remaining
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En el tablero, haga clic en **New Application** o **Apply Now** para crear una nueva aplicación.



Contacto: Su Information

New Application

1 Contact Information 2 Programs 3 Expenses 4 Agreements 5 Review & Submit

Contact Information * = Required

 **Your Address**

Please Make a Selection *

Use Home Address

1234 Some Street
City, State zip code

To change an address please contact your employer.

 **Your Phone Number**

Use Home Phone
456-778-1000

 **Your Email Address**

Please Make a Selection *

Use Work Email Use Home Email

tamssupport@edassist.com tamssupport@edassist.com

Paso 1: Información de Contacto

En esta sección confirme su información de contacto.

Todas las notificaciones por correo electrónico para esta aplicación se enviarán a su dirección de correo electrónico del trabajo.

Haga clic en **Continuar**



Programas: Programa de Educación

New Application

1 Contact Information **2 Programs** 3 Expenses 4 Agreements 5 Review & Submit

* = Required

 Education Program *

Select

- Bachelor's Degree
- Certification/Designation
- Master's Degree
- Associate's Degree
- Graduate Certificate
- Professional Degree
- Doctorate Degree
- Certificate
- Non-Degree
- Individual Courses**
- GED/Diploma

Continue

reserved [Terms & Conditions](#) [Privacy Policy](#)

Paso 2: Programas

Para el Programa de Educación, seleccione Cursos Individuales.

Haga clic en **Siguiente**



Programas: Área de Estudio

1 Contact Information **2 Programs** 3 Expenses 4 Agreements 5 Review & Submit

 What type of learning is this application for?
Education Program *

Individual Courses

NEXT

 What is the area of study? *

English Language Learning

What Category best fits this type of learning? *

Course

NEXT

Continue Cancel

Paso 2: Programas

Cual es tu area de estudio?

Seleccione el **aprendizaje del idioma inglés**

Haga clic en **Siguiente**



Programas: Selección de Programas

 What is the area of study? *

English Language Learning

What Category best fits this type of learning? *

Course

NEXT

 What Employer Program would you like to use?

Please Make a Selection *

- Education Assistance Degree and Academic Credit (ineligible)
- Education Assistance - Certificate Program (ineligible)
- Education Assistance - Certification Program (ineligible)
- Education Assistance -Continuing Education Program (ineligible)
- Prepaid Tuition Assistance (ineligible)
- Prepaid ESL and High School Diploma Program

NEXT

Continue

Paso 2: Programas

¿Qué programa para empleadores le gustaría utilizar?

Seleccione **Prepaid ESL and High School Diploma Program**.

Haga clic en **Siguiente**



Programas: Proveedor de Educación

 **What Employer Program would you like to use?**

Please Make a Selection *

- Education Assistance Degree and Academic Credit (ineligible) 
- Education Assistance - Certificate Program (ineligible) 
- Education Assistance - Certification Program (ineligible) 
- Education Assistance -Continuing Education Program (ineligible) 
- Prepaid Tuition Assistance (ineligible) 
- Prepaid ESL and High School Diploma Program 

NEXT

 **Who is your Education Provider? ***

Name Student ID (Optional)

Please Make a Selection *

EnGen

Continue **Cancel**

Paso 2: Programas

¿Quién es su proveedor de educación?

El proveedor será **EnGen**

Haga clic en **Siguiente**



Gastos: información de la Sesión

1 Contact Information 2 Programs **3 Expenses** 4 Agreements 5 Review & Submit

Expenses

 **Session Information**

Session Start Date *	Session End Date *	Subscription Amount
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	\$350.00

 **Course Information**

[Add A Course & Related Expense](#)

[Continue](#) [Cancel](#)

Paso 3: Gastos

EnGen es una suscripción de un año.

Ingrese la fecha de inicio y finalización de su suscripción.

Por ejemplo:

- Fecha de inicio de la sesión: 1/4/2022
- Fecha de finalización de la sesión: 1/10/2022



Gastos: Información del Curso y Gastos

1 Contact Information 2 Programs **3 Expenses** 4 Agreements 5 Review & Submit

Expenses

 **Session Information**

Session Start Date * Session End Date * Subscription Amount

 \$350.00

 **Course Information**

[Add A Course & Related Expense](#)

[Continue](#) [Cancel](#)

Paso 3: Gastos

No es necesario que proporcione detalles del curso. Omita esta sección de la solicitud

Haga clic en **Siguiente**



Acuerdos: Ayudas y Convenios

1 Contact Information 2 Programs 3 Expenses **4 Agreements** 5 Review & Submit

Agreements

* = Required

 **Did you receive any grants, scholarships, or discounts?**

Please Make a Selection *

Yes No

 **Agreements**

Team Member Agreement

I have read and understand the terms and conditions set forth in the Atrium Health Education Assistance, Education that Works, Rise to Success, or RN Education Assistance Policy. As a condition of participating in this Program, I agree to abide by these terms and conditions. My participation in this program is not a condition of my employment or continuation thereof. I understand that grades or other evidence of satisfactory completion, as well as an itemized invoice for all expenses must be provided. I affirm that any documentation I have submitted in connection with this Program is complete and accurate. I acknowledge that if I knowingly submit false, deceptive or misleading information in order to receive benefits under the Program, this may result in adverse tax consequences and discontinuance in my tuition assistance.

I agree *

Paso 4: Acuerdos

¿Recibió subvenciones, becas o descuentos?

Seleccione **No**

Una vez que haya leído cada acuerdo, seleccione **“Estoy de acuerdo”**.



Acuerdos: Solicitud de Firma

FERPA Agreement

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) ensures students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through Bright Horizons EdAssist Solutions, it is necessary for Bright Horizons to receive and review your educational records with your employer. Bright Horizons may also share the application information you provide with your educational institution to facilitate the processing and approval of your application. By checking "I Agree" below, you agree that you allow:

- Educational institutions, schools, agencies, or individuals holding non-educational records may release such records to Bright Horizons.
 - Bright Horizons may release my educational records (whether received from educational institutions, schools, agencies, or individuals) to my employer.
 - Bright Horizons may release information you provide as part of your tuition assistance application to the educational institution identified in the tuition application.
 - This consent shall remain in effect until I submit a written request to cancel the authorization.
- If you do not agree with the above terms, please uncheck and that we will be unable to process your tuition assistance application, and your application will be canceled.

I agree *

Your Name:

John Doe

Enter your name exactly as it appears above. *

John Doe

To accept agreement(s), you must type your name exactly as it appears above.

Continue

Cancel

Paso 4: Acuerdos

Firme su solicitud exactamente como aparece en negrita.

Haga clic en **Siguiente**



Revisión: Enviar Solicitud

**Education Provider**
Name: EnGen
EnGen
Address: 6900 Wisconsin Ave, Suite 200
Bethesda, MD 20815
Provider Code: TB5234

**Expenses** [Edit](#)
Session Dates: Mar 1, 2022 - Jul 6, 2022

SUBSCRIPTION		Credits	Tax Exempt
		N/A	No
		View More	Requested \$350.00

TOTALS		Requested	Approved
		\$350.00	-
		Total Benefit	\$350.00

**Agreements** [Edit](#)
Grants, Scholarships & Discounts
None \$0.00

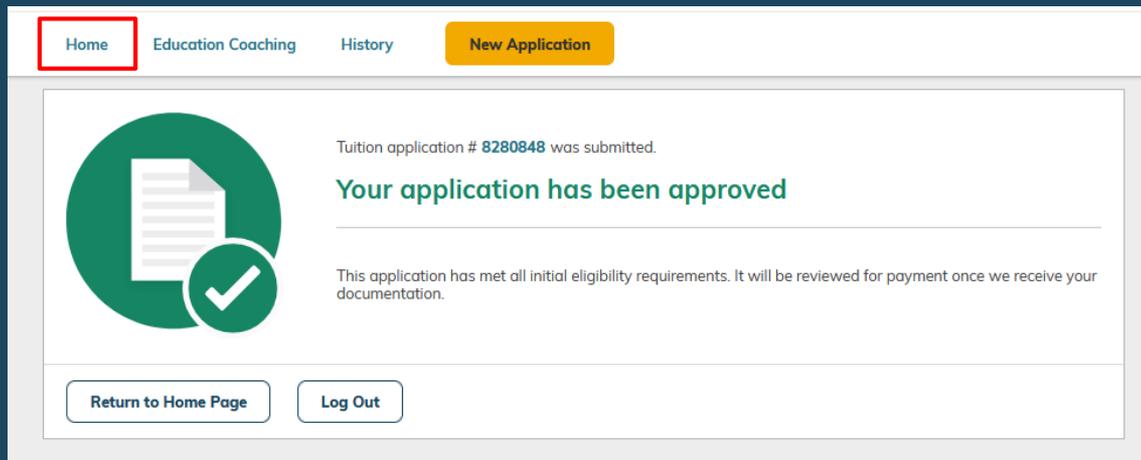
[Submit Application](#) [Delete](#)

Paso 5: Revisar y Enviar

Hacer clic **Enviar Solicitud** en la parte inferior de la página.



Revisión: solicitud aprobada



The screenshot shows a user interface with a navigation bar at the top. The 'Home' link is highlighted with a red box. Below the navigation bar, there is a green circular icon containing a document and a checkmark. To the right of the icon, the text reads: 'Tuition application # 8280848 was submitted.' followed by the heading 'Your application has been approved'. Below this, a paragraph states: 'This application has met all initial eligibility requirements. It will be reviewed for payment once we receive your documentation.' At the bottom of the main content area, there are two buttons: 'Return to Home Page' and 'Log Out'.

Home Education Coaching History **New Application**

Tuition application # 8280848 was submitted.

Your application has been approved

This application has met all initial eligibility requirements. It will be reviewed for payment once we receive your documentation.

[Return to Home Page](#) [Log Out](#)

El administrador del plan (EdAssist) revisará la solicitud a Prepaid ESL and High School Diploma Program para verificar el cumplimiento de la política y la enviará al supervisor inmediato del empleado antes del inicio del programa.



Acción Necesaria: Aprobada

The screenshot shows a user interface with a top navigation bar containing 'Home', 'Education Coaching', 'History', and a prominent yellow 'New Application' button. Below the navigation, there are several sections: a 'Messages' section with a '+ Messages' link and a '10 New' badge; two cards for 'Schedule Free Education Coaching' and 'View Discounts from Network Schools'; a 'Using Your Benefits' section with links for 'Mandatory Coaching Instructions', 'HR-6.04 Frequently Asked Questions', 'Tuition Programs Video Tutorials', 'Atrium Direct Bill Job Aid', and 'Atrium Traditional-Non Degree Job Aid'. The main content area features a welcome message and an 'Apply Now' button. Below that, an 'Action Needed' section displays details for a 'Prepaid ESL and High School Diploma Program' with ID #8298067, including dates and an 'Application Approval Code' (AHH306-8298067). A red box highlights the 'Take Your Courses Now' button, which is next to an 'Actions' button.

Una vez aprobada, su solicitud con su **código de aprobación** aparecerá en **Acción Necesaria** en la página de inicio.

Haga clic en **Realice Sus Cursos Ahora**



Sitio de registro de EnGen



How would you like to get started?

Email

name@email.com



Mobile Number

CONTINUE

[I have a code](#)

Se lo dirigirá al sitio web EnGen “Voxy” website.

<https://app.voxy.com/v2/#/login>

Introduce tu nombre o número de móvil.

Haga clic en Continuar para completar su registro.

Un entrenador de aprendizaje de EnGen se comunicará con usted dentro de 5 días hábiles para continuar con su registro.

Comuníquese con **EnGen Help** si necesita ayuda con su registro en EnGen:

- email: support@voxy.com
- ticket de soporte: <https://support.voxy.com>





Bright Horizons.