



Qualified Tuition Reduction (QTR) Online Application Instructions Submitting an Application for Yourself

1. Visit UAccess Employee at <http://uaccess.arizona.edu/> and select Employee/Manager Self Service. Log in using your NetID and password.
2. Go to UA Employee Main Homepage and select the Benefits tile.
3. From the list on the left, select Education Assistance Plan (QTR), then select EAP/QTR Application Form.
4. Read the Education Assistance Plan Online Submission Form instructions.
5. Select “Next” at the bottom of the screen.
6. From the drop down menus select the following:
 - a. Program Type: Qualified Tuition Reduction
 - b. Term (Semester): The semester for which this QTR application will apply (only available semesters will be displayed).
 - c. Level of Education: The level of classes for which the QTR is to be applied.
 - d. School Student Attending: The University for which the QTR is to be applied.
 - e. Select Person Enrolling: Self
7. Verify your personal data
8. Enter your (the employee) student ID and campus phone number.
9. Select “Next” at the bottom of the page.
10. Read the QTR affidavit page carefully and check the box indicating you have read and understand the terms of the QTR.
11. Select “Submit”.
12. Save or print a copy of your Submission Form and your online application is complete.