

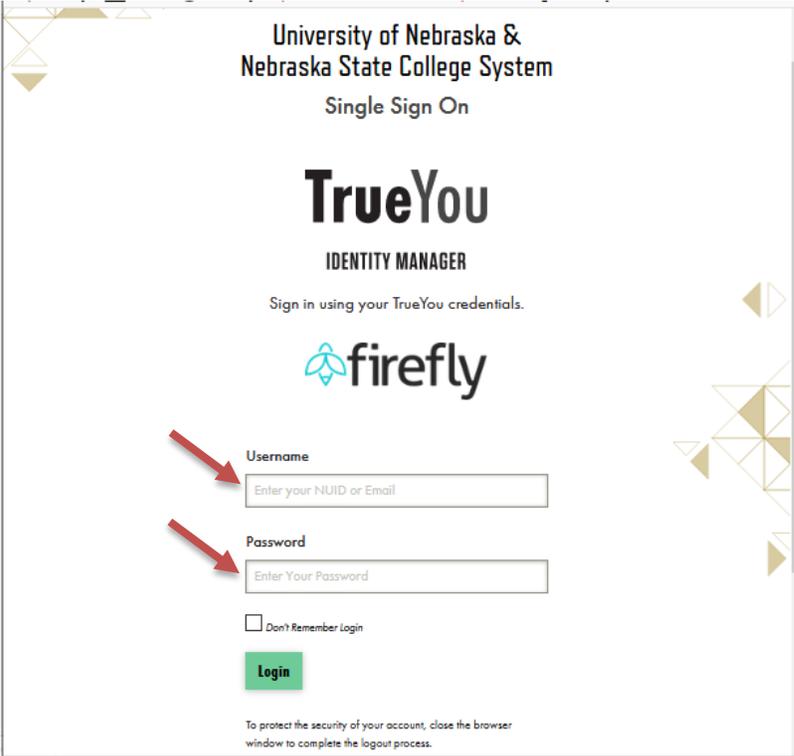
How to Allocate Credits for Employee/Dependent Scholarship

The allocation process needs to be completed for each semester you, your spouse and/or dependent(s) registers for in order to receive this benefit.

There is only a specific period in which you can allocate OR have your allocation changed or removed during each semester. **Once the allocation period is closed allocations or changes can no longer be made for the semester.**

Employees are responsible for reviewing FAQs prior to allocating credits as FAQs clarify and interpret policy for specific situations/cases. Steps 1 through 5 will show you how to access the “Frequently Asked Question” section. If after reviewing FAQs you still have questions, you may contact HR Records at hrrecords@unmc.edu.

1. **Sign in Firefly** website (<https://firefly.nebraska.edu/>) by using your UNMC email address and password.



University of Nebraska &
Nebraska State College System

Single Sign On

TrueYou
IDENTITY MANAGER

Sign in using your TrueYou credentials.

 firefly

Username
Enter your NUID or Email

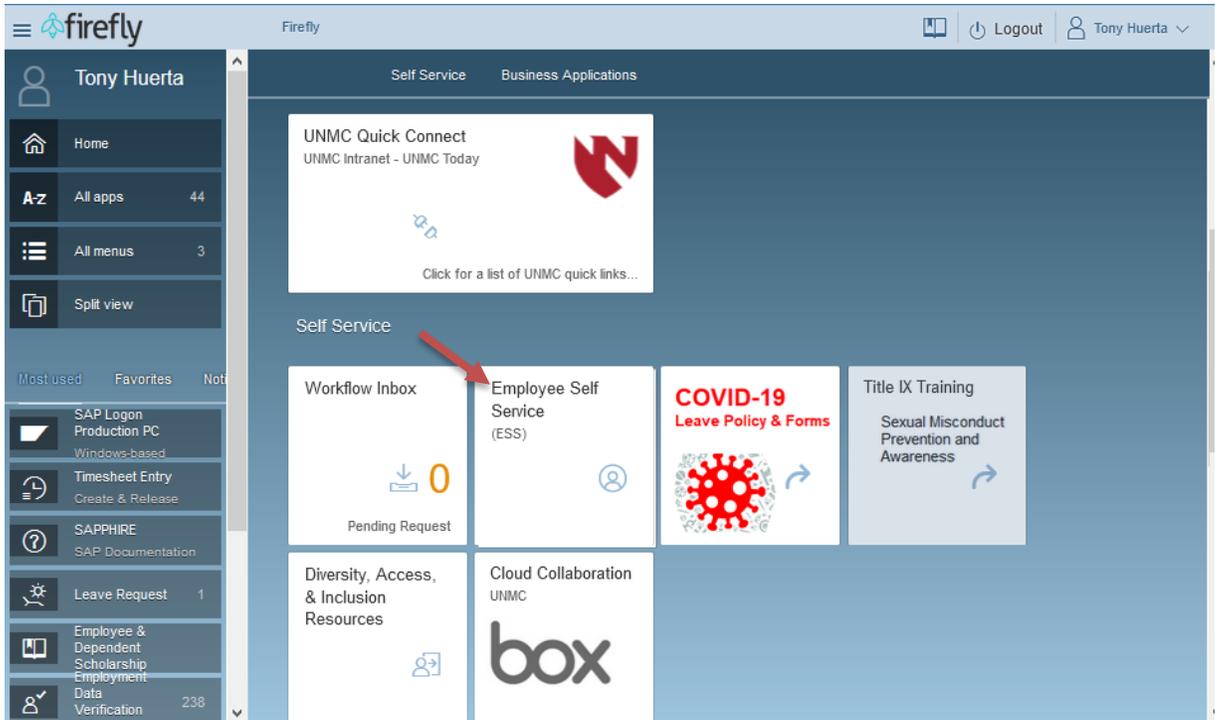
Password
Enter Your Password

Don't Remember Login

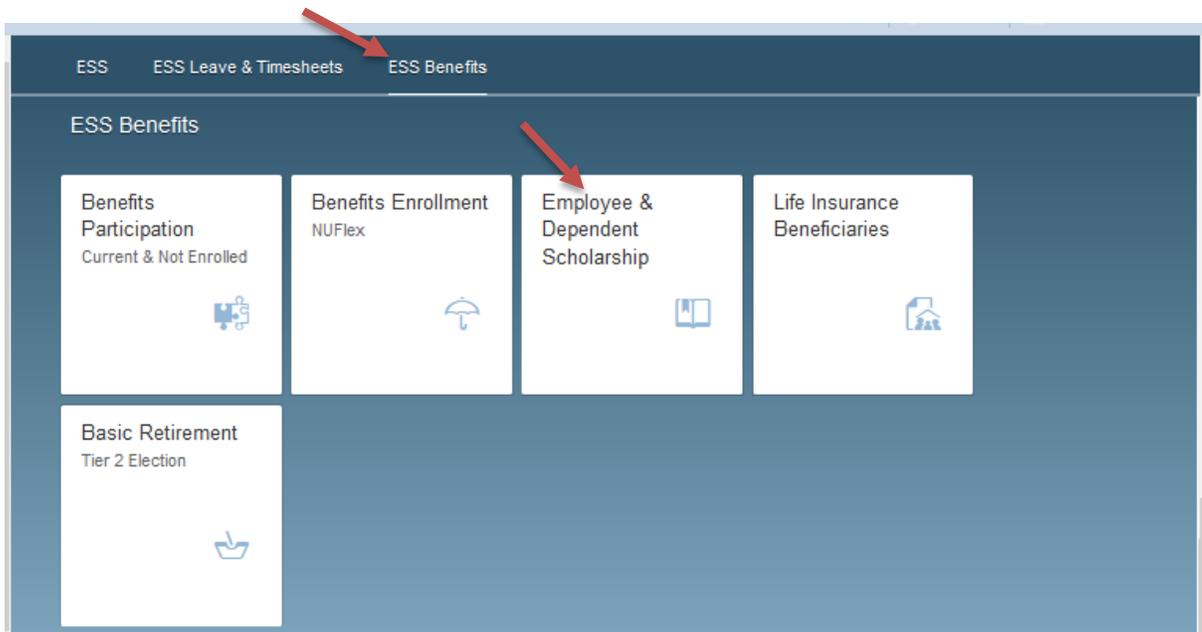
Login

To protect the security of your account, close the browser window to complete the logout process.

- Then on the right-hand side under “Self Service” click on **Employee Self Service (ESS)** tile.



- Next click “**ESS Benefits**” and then click **Employee & Dependent Scholarship** tile.



4. Now in the bottom right-hand corner click **“Accept & Continue”**.

Employee and Dependent Scholarship

United States Citizenship Attestation Form

For the purpose of complying with: [Nebraska Revised Statutes 4-108 through 4-114](#)

Electronic Signature

I am either a citizen of the United States or I am a qualified alien under the federal Immigration and Nationality Act. As a qualified alien, my immigration/work permit status is valid, I agree to provide a copy of my USCIS documentation upon request, and the University will verify my eligibility through the Systematic Alien Verification for Entitlements program operated by the U.S. Department of Homeland Security or an equivalent program designated by the U.S. Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Please Note:

If you are unsure of your eligibility status, contact your campus human resources office before continuing.

Accept and Continue

5. At the bottom click **“Frequently Asked Questions”** box and review FAQs. Then click the **drop-down in the “Enrolled Campus”** field and select the campus you, your spouse or dependent is enrolled at. If you do not find an answer to your question, please contact hrrecords@unmc.edu.

Employee & Dependent Scholarship Program

To allocate credits to yourself and/or your eligible spouse/dependents, select the Enrolled Campus and Term. Then, enter the hours you wish to allocate and press Submit.

Anthony J Huerta

Enrolled Campus: *Please select an institution*

[View Allocation History](#) [Allocation Dates](#) [Frequently Asked Questions](#) [Submit](#)

6. Next **click the drop-down** in the “Term” field and click the semester you, your spouse or dependent is enrolled in.

Employee & Dependent Scholarship Program

To allocate credits to yourself and/or your eligible spouse/dependents, select the Enrolled Campus and Term. Then, enter the hours you wish to allocate and press Submit.

Anthony J Huerta

Enrolled Campus: University of Nebraska at Omaha

Term: Please select a Term

View Allocation History Allocation Dates Frequently Asked Questions Submit

7. Then below it will now list you, your spouse, and dependent(s). **Click in the “Credit Hours”** field across from the name of the person you wish to allocate credit hours and allocate credits (check for accuracy). When you have allocated all credits **click “Submit”** in the bottom right-hand corner of the screen.

The View Allocation History, Allocation Dates and Frequently Asked Questions buttons are located on the bottom of the allocation page.

Employee & Dependent Scholarship Program

To allocate credits to yourself and/or your eligible spouse/dependents, select the Enrolled Campus and Term. Then, enter the hours you wish to allocate and press Submit.

Anthony J Huerta

Enrolled Campus: University of Nebraska at Omaha

Term: Fall 2020

Self-allocation to University of Nebraska at Omaha for Fall 2020

Name	Credit Hours
Anthony J Huerta	0

Spouse/Dependent information record(with student record in NESIS)

Relationship	Credit Hours
Anthony Huerta / Child - Unable to Allocate (No NUID)	
Celeste Timberlake / Stepchild - Unable to Allocate (No NUID)	
Melissa Unstad / Spouse - Unable to Allocate (No NUID)	

I have read and understand the following statements from the Board of Regents Policy regarding this benefit.

View Allocation History Allocation Dates Frequently Asked Questions Submit

You have now completed the allocation process.

Your credit allocation will electronically go to the designated campuses Student Accounts and Student Accounts will adjust the bill statement accordingly. If within one (1) week from the day you allocated credits your bill statement is not adjusted please contact the Student Accounts/Financial Services department at the campus you, your spouse or dependent is attending. **Note:** This is NOT a reimbursement process.

UNO 402.554.4926

UNL 402.472.2887

UNK 308.865.8520

UNMC 402.559.8086

If you have any question please contact HR Records at hrrecords@unmc.edu.