

Attention Unit 1 Tuition Assistance Program (TAP) Participants

Following are the steps to submit an online TAP application:

Access the Joint Activities System website at www.uawgmjas.org

Click on **myJAS Login** tab.

If you already have a JAS ID and password, Enter your JAS ID, your password and click **Login to JAS** tab. If you don't remember your ID or Password, click on either **Forgot JAS ID** or **Forgot Password** tabs. If this isn't effective, call 1-800-228-2946 ext. 4440 for assistance.

If you do not have a JAS ID, click on the: **If you do NOT already have a JAS ID Click here to create a JAS ID**, link located at the top center of the page.

Follow prompts to create your JAS ID and password. When completed, click on **Submit Form** tab. Write down your ID and Password as you will need it each time you access this website.

Type in your newly created JAS ID and Password and click on the **Login to JAS** tab

At the **Welcome to myJAS** web page, click on **My Programs** tab

At the **CHR Programs** webpage, click on the **Apply for TAP/DSP Benefits** tab

At the UAW GM Tuition Assistance Program (TAP) web page, you will see a welcome message to your account. Take some time to explore and familiarize yourself with the blue lettered links on this page as they contain valuable information in how to use TAP benefits.

To submit a TAP application, click on the **Course Application** link

At the **Indicate Employment Status / Employment type** section, click on the down arrow and highlight employment status. Currently, all non-retired employees can select working, even if you are on indefinite lay off. Click on **Next**

At the **Add Program/Course Information** section, use down arrow menus to enter correct information. Click on **Next**

At the **Select Application Type** section, click in the radio button on the left of **This is a regular Course Application**. Click **Next**

At the, **Identify School** section, type in the name of the school and select the state using the down arrow menu. Click **Next**

Online TAP application continued,

At the Identify School (continued) section, click on the radio button located on the left of the school name. If the school is not listed, click on the **Try Again** tab and enter alternate school names. Example, U- Rock, as well as all schools in the University of Wisconsin system, must be entered simply as University of Wisconsin. If the school can not be found, a paper application must be submitted. Paper applications can be downloaded and printed from your, **Welcome to myJAS** web page, mentioned earlier

At the **Identify Course (s) section**, click on desired course and then click on the **Add** tab. Follow the same procedure for each class. If the courses are not listed, you must apply using a paper application. Paper applications can be downloaded and printed from your, Welcome to **myJAS** web page, mentioned earlier. Click on the **Next** tab to continue.

At the **Add Tuition Cost (s)** section, enter appropriate tuition and fee amount for each class. Click **Next**

At the **Indicate Financial Aid Sources** section, the correct radio button to click is on the left of the **No** option. The Dislocated Worker Program funding, at this time, does not need to be considered. Click **Next**

At the **Summary section**, check the information listed for accuracy. If incorrect click **Previous** and enter corrected information. Click **Next** and then **Submit**

At the **Confirmation section**, you will find, Your application has been submitted. Your application number is **XXXXXXX** and status is **Approved, Not Approved or Pending**

At the blue link, [Click Here](#) you will be able to print a voucher if the application is approved or read an explanation on why an application is not approved or pending. If the application is approved, scroll down to the bottom of the page and located on the left, click on **View Certificate**. A copy of the certificate can be printed from this page.

It is the responsibility of the employee to submit the voucher (certificate) to the educational institution.

Reminder: When you complete a course (s), you must send or fax, a grade report or certificate of completion no later than 60 days after course has ended. The fax number is 313-324-5050 or mail to the address listed below.

Additional online assistance can be found at www.rhec.net Click **Hourly TAP** from the left side menu and follow online **TAP instructions for Employees**.

If you encounter any problems, Contact the TAP Department

Toll-free Phone

1-800-22-UAW-GM (800-228-2946)

TDD (Hearing Impaired)

1-800-544-1186

Mailing Address

UAW-GM Center for Human Resources
Tuition Assistance Plan
P.O. Box 7840
Detroit, MI 48207-0840

Rick Holte Education Center

The Rick Holte Education Center will remain staffed and open through Tuesday, May 19. Contact the Center at 757-3808 up to that date if you have any Tuition Assistance Program (TAP) questions.

Tuition Assistance Plan (TAP)

TAP is still available for active and laid off workers. Retired employees are not eligible for TAP benefits unless classes are held on-site. No on-site classes are planned at this time. Employees that sever from GM are not eligible for any TAP benefits. TAP applications can be submitted on line at www.uawgmjas.org . Assistance with submitting a TAP application can be found at www.local95.org or www.rhec.net.

Reminder: When you complete a course (s), you must send or fax, a grade report or certificate of completion no later than 60 days after course has ended. The fax number is 313-324-5050 or mail to:

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