

The Education Fund

Empowering potential.

SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

MyEdFund - User Guide

Welcome to *MyEdFund* member portal!

We are happy to share information with you on how to leverage *MyEdFund*.

In this guide, you will find information about the *MyEdFund* functionalities including: scheduling an appointment with your counselor, updating your profile, applying to programs, and more!

We hope that you enjoy your experience on *MyEdFund*.

1. Home: Homepage & Booking an Appointment with your Counselor

Congratulations! You have created your **MyEdFund** account and you are now viewing your homepage.

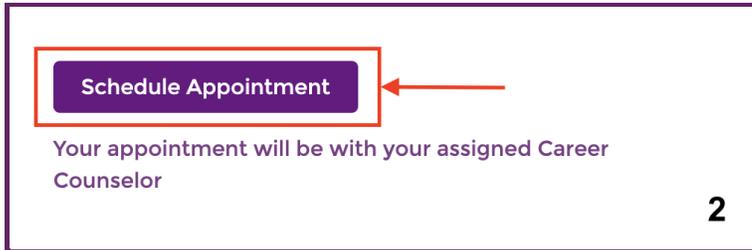
On your homepage, you will see your name on the right-hand side confirming that you are logged in to your account.

You will also see the “Schedule an Appointment” button, which allows you to book an appointment with your Assigned Career Counselor.

Your Career Counselor will help you determine which programs are the best fit for you.

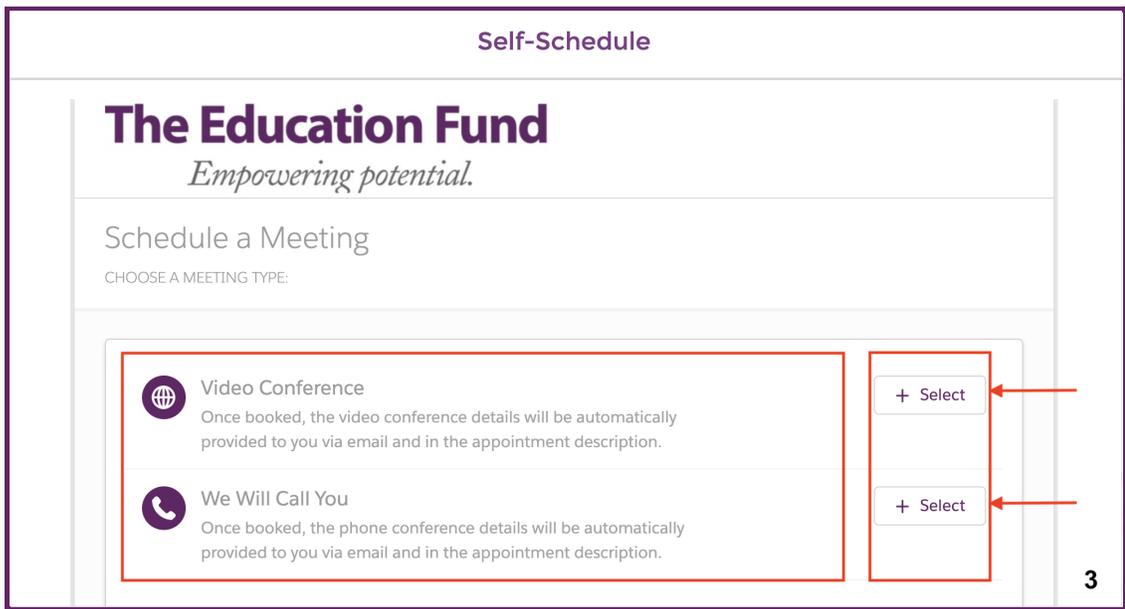
The screenshot shows the homepage of The Education Fund. At the top, the logo reads "The Education Fund Empowering potential." with the tagline "SEIU-UHW & JOINT EMPLOYER EDUCATION FUND" below it. On the right side of the header, the user's name "David Smith" is displayed next to a hamburger menu icon, which is highlighted with a red box and an arrow. Below the header is a navigation bar with links for "Home", "My Profile", "Available Programs", "My Programs", and "Need Help?". The main content area features a large "WELCOME, David!" message. To the right of this message is a purple "Schedule Appointment" button, with text below it stating "Your appointment will be with your assigned Career Counselor". Below the welcome message are sections for "About Us", "Our Mission", and "History", each with a brief description. The "About Us" section mentions a partnership between 16 healthcare industry employers and 6 SEIU local unions. The "Our Mission" section states the goal is to empower the diverse healthcare workforce. The "History" section describes the fund's establishment in 2004 and its growth. A small number "1" is visible in the bottom right corner of the screenshot.

To schedule an appointment with your Career Counselor, please click the “**Schedule Appointment**” button above the “My Alerts” section.



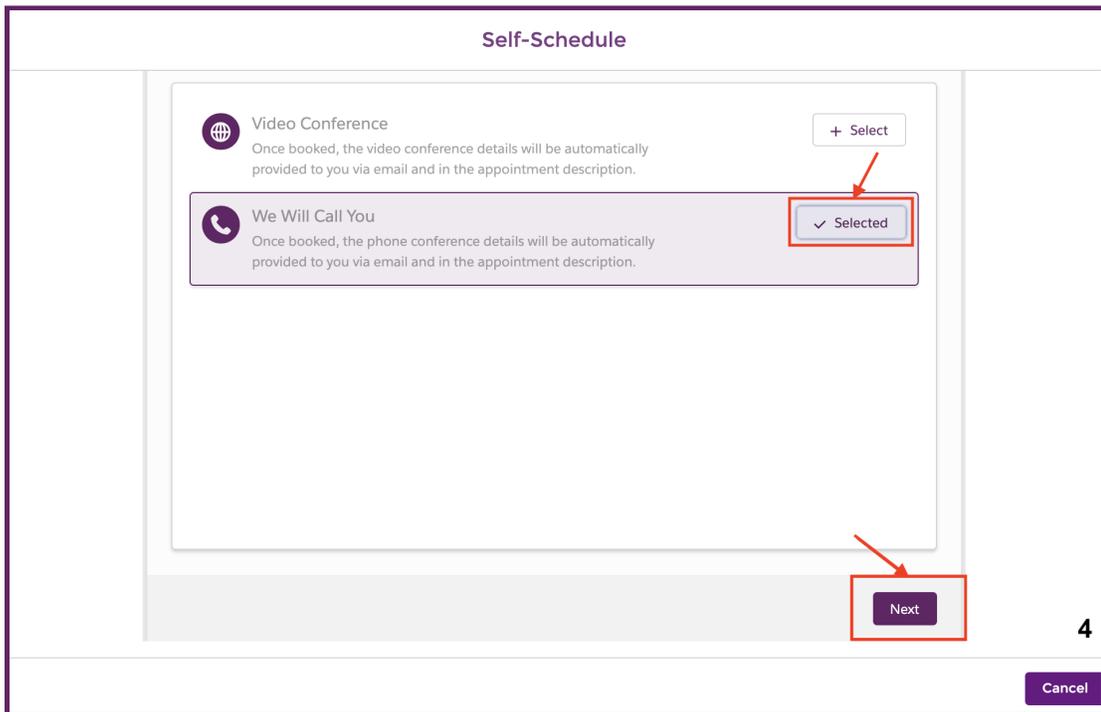
After clicking “**Schedule Appointment**”, a scheduling pop-up window opens up and prompts you to select the type of meeting you would like to have:

1. **Video conference:** A video conference meeting held online that you will join through a Zoom link.
 - The meeting link will be provided in the email confirmation you get after scheduling your appointment.
2. **Phone call:** Your Counselor will call you.
 - Your Counselor will call you on the number you have indicated as your preferred phone number when you registered for **MyEdFund** (mobile vs work phone).



Click the **“+ Select”** button to select the meeting type that you prefer. Then, scroll down to the bottom of the window and click the **“Next”** button.

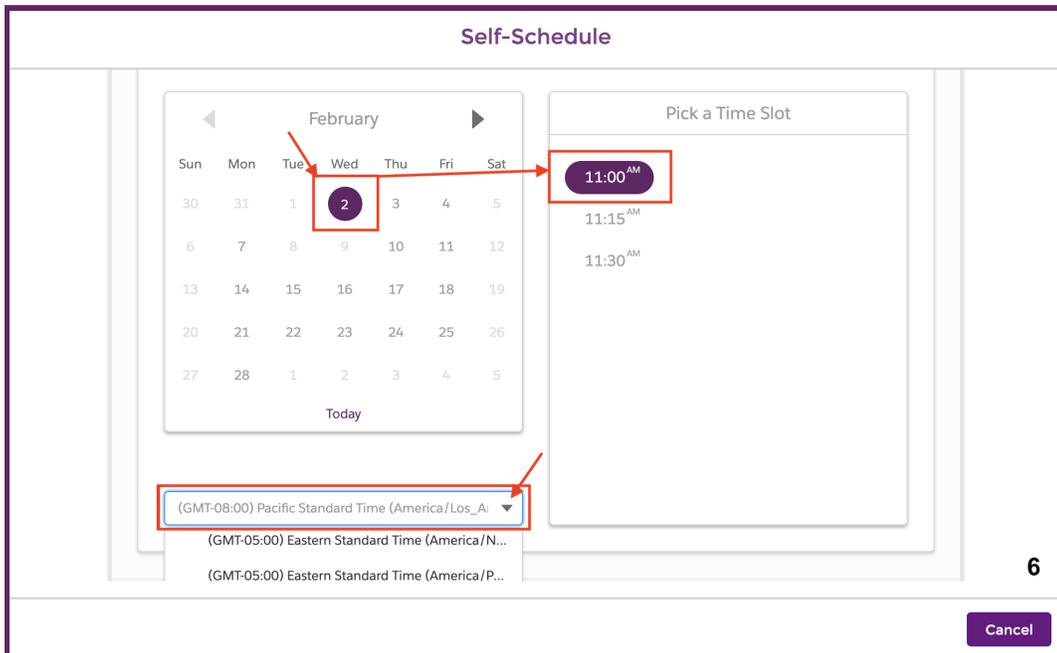
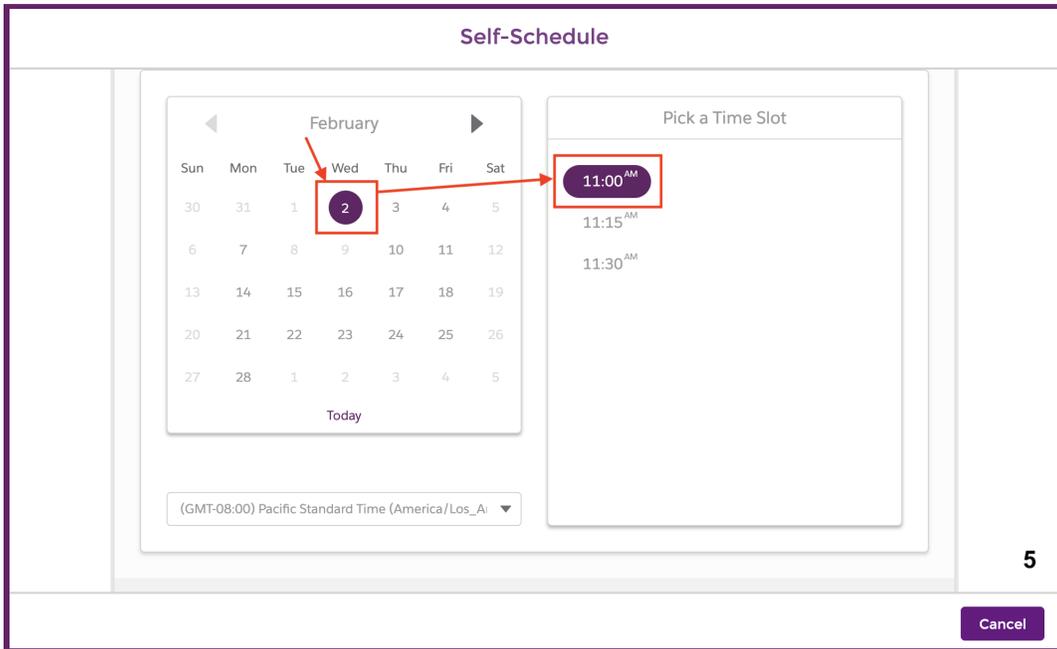
If you are not able to see the **“Next”** button, you might be using a zoom on your page. Please zoom out on the page and scroll to the bottom of the window to find the **“Next”** button.



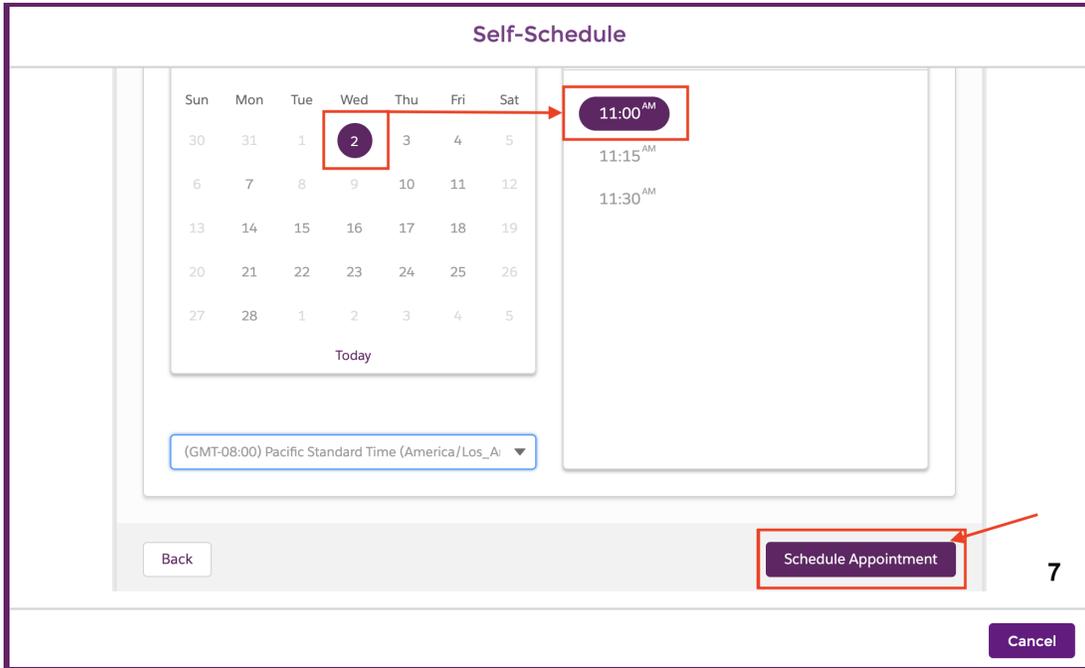
Next, you will be able to select a date/time for your appointment with your Counselor. This section shows your Counselor's daily availability for appointments.

Please note that appointments need to be made at least 24 hours before the appointment date/time (same-day appointments are not available for scheduling).

Appointment times are displayed in Pacific Standard Time, but you can change the timezone by clicking the dropdown which displays the time zone.



Once you have selected a date/time and adjusted the timezone for your appointment, please scroll down to the bottom of the window and click the “Schedule Appointment” button.



Once you click “Schedule Appointment”, you will see a confirmation window that gives you more information about your upcoming appointment:

- The duration of your appointment
- The date/time and timezone of your appointment
- The meeting type (video conference or phone call)
- The confirmation number of your appointment
- The name of your assigned Career Counselor

You will also see a “Reschedule” button near the meeting type that you have selected. Click “Reschedule” to find and select another appointment time.

Self-Schedule

Schedule a Meeting

SUCCESS!



Your meeting is booked.

This confirmation has been emailed to you.



Counseling

30 minutes



Tue, Feb 8, 2022 8:00 AM

(GMT-08:00) Pacific Standard Time
(America/Los_Angeles)



We Will Call You

→

Reschedule



Confirmation #

52022465947216241

With:



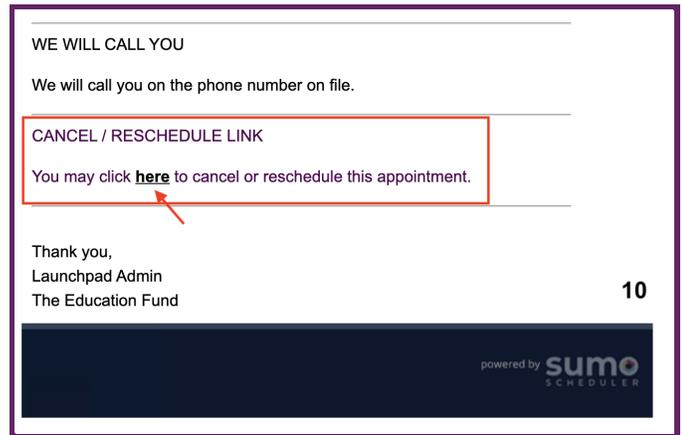
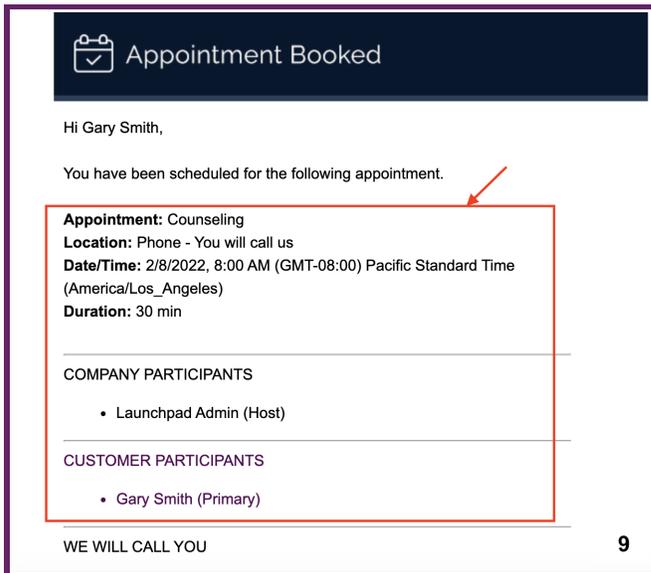
Launchpad Admin

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Note: The option to reschedule your appointment will also be available from the confirmation email that you get after scheduling your appointment.

-

After scheduling your appointment, you will also get an email confirmation on the email address that you indicated as your preferred email address (personal or work email) when you registered for **MyEdFund**.



The confirmation email includes information about your upcoming appointment with your Career Counselor: the meeting type, date/time and timezone of your appointment, duration, and name of your Counselor.

The confirmation email also includes a section named **“Cancel/Reschedule Link”** which provides you with a link to cancel or reschedule your appointment for another date/time.

Your Career Counselor will be notified by email if you cancel or reschedule your appointment.

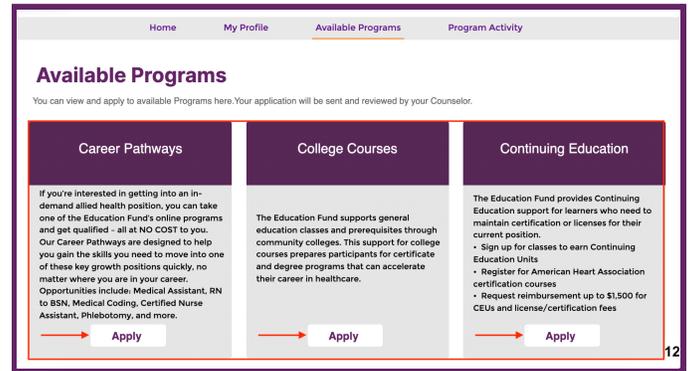
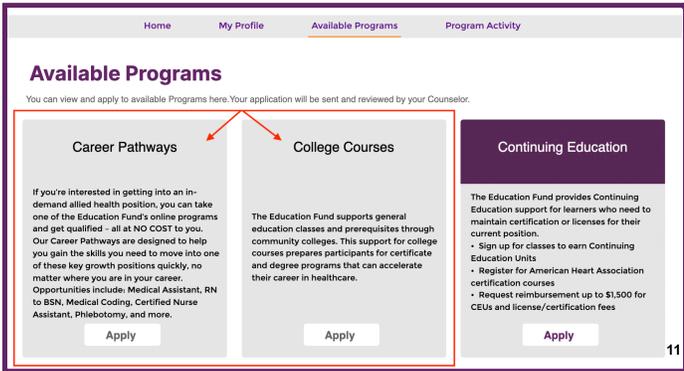
-

What happens after my appointment with my Career Counselor?

After completing an appointment with your Career Counselor, the “Schedule an appointment with a Career Counselor” alert message disappears from your homepage.

However, the “Schedule Appointment” is still available and will allow you to schedule meetings with your Career Counselor when needed.

After your appointment with your Career Counselor, you will also be able to apply to the Programs recommended for you that were previously grayed out on the “Available Programs” page.



Congratulations, this means that you are set to start applying to Programs and more!

Let's now take a look at the “My Profile” tab in which you will be able to see and update your contact information and more.

2. My Profile: View your Profile and Update your Contact Information

The “My Profile” tab allows you to view and update the information you entered while registering for **MyEdFund**.

For example, you can update your Address information if your primary address changes. You can also update your contact preferences, such as your preferred email or preferred phone number.

The “My Profile” tab also allows you to view/download documents that you have uploaded as part of a Program Application, and/or to upload new documents to your profile.

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Home My Profile Available Programs My Programs Need Help?

My Profile
You can edit your information and add skills to your profile on this page.

Contact Information

First Name: David Middle Name: J
Last Name: Smith Union:
What is your Personal Email?: david.smith@gmail.com What is your Work Email?: david.smith@company.com
What is your preferred Email?: Work Email Mobile Phone: (876) 543-2211
Opt In to Text Messages: Yes Work Phone:
Address: 123 West Street City: Las Vegas
State: NV Zip Code: 88901

[Edit Profile](#)

My Documents

TYPE	UPLOADED ON	DOWNLOA
Proof of Layoff/RIF Notice	Feb 23, 2022	↓

Previous Next

Upload

Select Document Type
-- None -- [Upload Files](#)

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1. Review and update your Contact Information

The left-hand side of the “My Profile” tab allows you to review the information that you entered when you initially registered on **MyEdFund**.

To update this information, please click the “pencil” icon near the hyperlink “**Edit Profile**”.

My Profile
You can edit your information and add skills to your profile on this page.

Edit Profile 

Contact Information

First Name David	Middle Name J
Last Name Smith	Union
What is your Personal Email? david.smith@gmail.com	What is your Work Email? david.smith@company.com
What is your preferred Email? Work Email	Mobile Phone (876) 543-2211
Opt In to Text Messages <input checked="" type="checkbox"/> Yes	Work Phone

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Edit the information that you want to update and click the “**Save**” button to confirm your Contact Information changes.

My Profile
You can edit your information and add skills to your profile on this page.

Edit Profile 

Contact Information

* First Name David	Middle Name J
* Last Name Smith	Union
* What is your Personal Email? david.smith@gmail.com	What is your Work Email? david.smith@company.com
* What is your preferred Email? Work Email	* Mobile Phone 8765432211

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Your Career Counselor will see internally the information you updated.

For example, if you update your preferred email from **“Work Email”** to **“Personal Email”**, your Career Counselor will see internally that you prefer to now be contacted on your Personal Email Address.

2. View, Download, and Upload Documents

The right-hand side of the **“My Profile”** tab allows you to view and download the documents that you uploaded when applying to Programs.

You will also be able to upload new documents to your profile.

TYPE	UPLOADED ON	DOWNLOAD
Academic Plan	Jan 26, 2022	↓
Proof of Enrollment	Jan 18, 2022	↓

Previous Next

Upload

Select Document Type

-- None --

[Upload Files](#)

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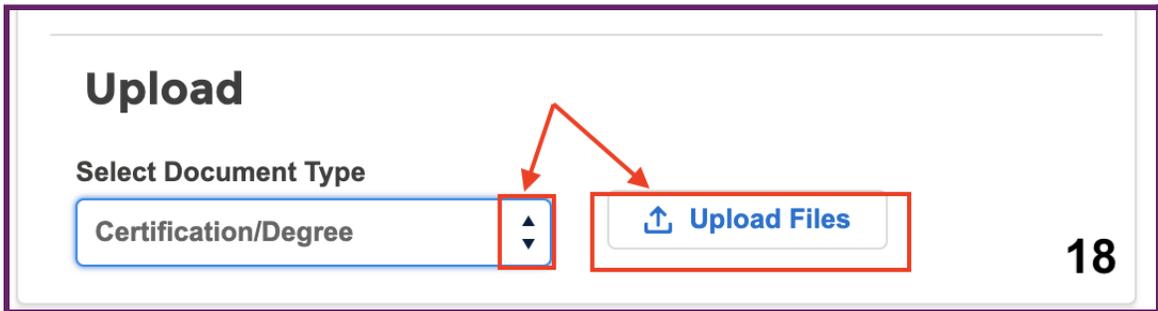
1. To download a document that you uploaded, please go to the **“My Documents”** section and click the Download icon on the document’s row. Click the **“Next”** button if you want to see more of the documents that you have uploaded.

TYPE	UPLOADED ON	DOWNLOAD
Academic Plan	Jan 26, 2022	↓
Proof of Enrollment	Jan 18, 2022	↓

Previous Next

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2. To upload a document, please go to the **“Upload”** section and select a Document Type from the dropdown. Then, click **“Upload Files”**.



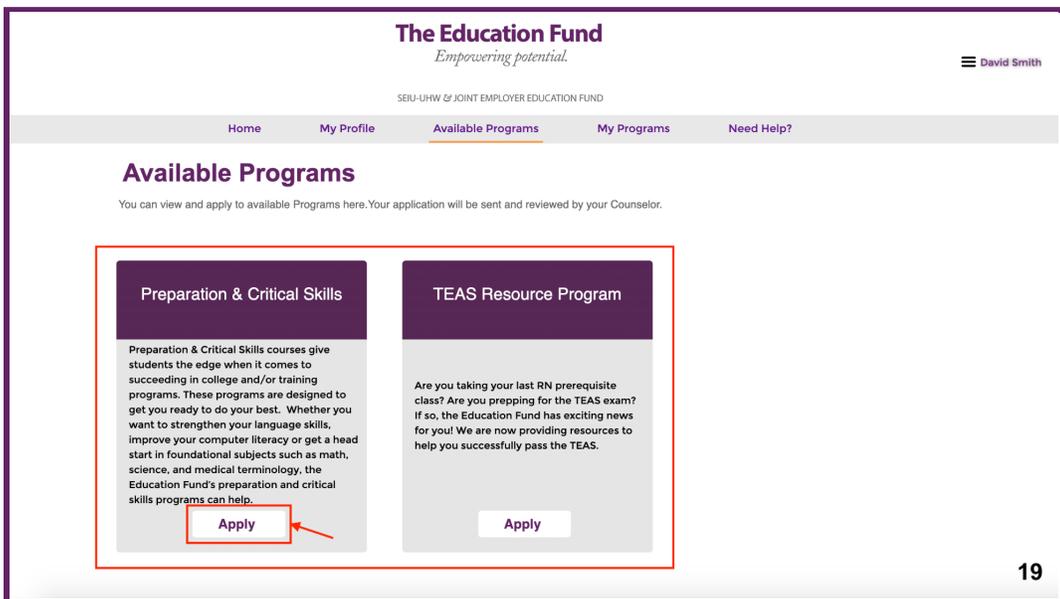
3. Available Programs: Find Available Programs and Place an Application

The Available Programs tab allows you to view the Programs that are currently offered by the Education Fund.

This page also allows you to apply to Programs advised by your Career Counselor.

Note: Please note that the Programs available for application vary across the year.

To place an application for a Program, click the “Apply” button in the Program card.



A few programs such as Continuing Education ,Preparation & Critical Skills, and more, contain multiple pathways/sub-programs.

When you click the “Apply” button for one of these programs, you will be prompted to select a pathway/sub-program.

Preparation & Critical Skills Application

• Select the program you are interested in

Calbright College Diversity, Equity and Inclusion (DEI) Program: This fully-online program from Calbright College offers learners the opportunity to gain a deeper knowledge about DEI and how it applies to real-world experiences and their professional healthcare careers. Through a two-part course series, learners are provided excellent online instruction towards mastering Diversity, Equity, and Inclusion. The DEI coursework is flex paced, non-college credit and takes approximately 10-12 weeks to complete.

Computer and Technology Skills: Developing Basic Computer Skills: Navigating the Technological World course covers essential computer skills for anyone struggling with technology in the workplace or anyone who wants to learn the fundamentals of using a computer. You can also sign up for 1-hour introductory Microsoft Office workshops. We also offer 6-hour, full length courses on Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint. You may self-enroll for up to 5 classes per year.

Critical Skills Learning Modules and Tutorials: Education Fund-eligible members have access to thousands of online courses in a wide range of topics and areas. Accessible through Percipio and KP Learn (for Kaiser employees), browse the various online learning modules. Available anytime, anywhere!

Critical Skills Webinar Series: The Critical Skills Webinar Series, in partnership with Learnit, will offer six (6) one-hour trainings on key topics that help learners develop relevant and timely critical skills for working in today's healthcare setting. Participants will join a live virtual classroom session with

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After selecting a pathway/sub-program, you will be able to fill out and submit an application for the specific pathway/sub-program.

For Programs that do not contain pathways/sub-programs, you will start filling out the application on the first screen after clicking the “Apply” button.

Have questions about submitting an application? Please consult the section below.

-

Commonly asked questions about applying to Programs:

What if the button on the Program card says “Applied” instead of “Apply”?

If you see the “Applied” label on the button in the Program card, it means that you have already submitted an application for this Program and/or one of its pathways/sub-programs.

TEAS Resource Program

Are you taking your last RN prerequisite class? Are you prepping for the TEAS exam? If so, the Education Fund has exciting news for you! We are now providing resources to help you successfully pass the TEAS.

Applied

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What type of document formats are accepted as part of the program applications?

If you are using a **desktop device**, you can upload documents in the most common document formats: PNG, JPEG, .docx (word document), PDF, and more. If you are using a **mobile device**, you can upload documents in PNG and JPEG format.

How do I know if my application is complete and is accepted?

After you submit your application, a Program Assistant and Counselor will review the application and documents provided (if needed as part of the application).

Your assigned Counselor will reach out to you to let you know if further information/documents are needed to process your application.

You will also be notified by email of the decision made regarding your Program Application.

4. My Programs: View your Applications and Enrollments to Programs and Courses

The “**My Programs**” tab allows you to review the status of the Program Applications you submitted.

On this page, you can also view the Programs that you are enrolled in, and the Courses you are taking as part of a specific Program.

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Home My Profile Available Programs **My Programs** Need Help?

My Applications
This section shows you the Applications you have filled out for Programs.

Program	Application Status
Computer and Technology Skills	In Review
TEAS Resource Program	Enrolled

My Programs and Courses
This section shows your current Program Enrollments and the Courses you are taking as part of these Programs.

TEAS Resource Program

My Courses:

- TEAS 20818925

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Let’s take a closer look at each section.

1. **My Applications:**

The My Applications section will show the applications you have filled out and submitted from the “**Available Programs**” tab.

Note: Only fully completed and submitted applications will appear under this section.

A Program Application is submitted after you click the “**Finish**” button on the last screen of the application and see a confirmation message.

In this section, you will see the name of the Program for which you submitted an application, as well as the application status.

My Applications
This section shows you the Applications you have filled out for Programs.

Program	Application Status
Computer and Technology Skills	In Review
TEAS Resource Program	Enrolled

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Don't see a Program Application submitted in this section?

Your application might not have been completed and submitted successfully. Please click the **"Need Help?"** tab on your navigation menu to create a support case.

Home My Profile Available Programs My Programs **Need Help?**

My Applications
This section shows you the Applications you have filled out for Programs.

Program	Application Status
Computer and Technology Skills	In Review
TEAS Resource Program	Enrolled

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2. My Programs and Courses:

The My Programs and Courses section will show you the Program(s) you are currently enrolled in and the Courses you are taking as part of a Program.

The first portion of the table shows the name of the Program, and the name of the Course(s) is shown underneath.

My Programs and Courses
 This section shows your current Program Enrollments and the Courses you are taking as part of these Programs.

TEAS Resource Program ←

My Courses:

- **TEAS 20818925** ←

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Don't see a Program Enrollment in this section?

Your Program Enrollment might be being processed and will appear in this section shortly.

Please click the **“Need Help?”** tab on your navigation menu to create a support case.

Home My Profile Available Programs My Programs **Need Help?** ←

My Applications
 This section shows you the Applications you have filled out for Programs.

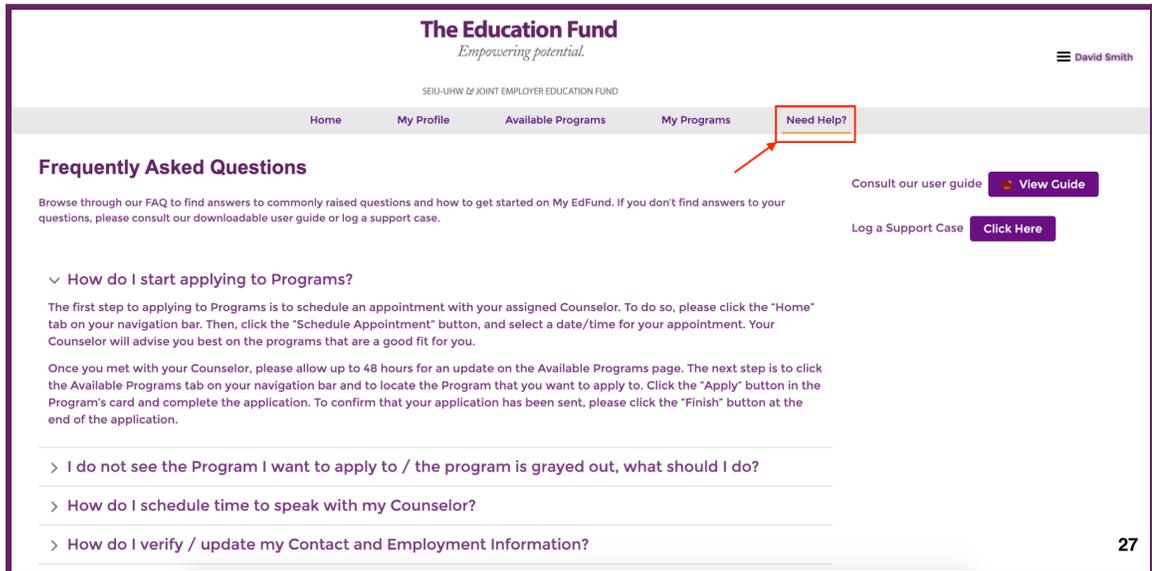
Program	Application Status
Computer and Technology Skills	In Review
TEAS Resource Program	Enrolled

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5. Need Help?: Read our FAQ / User Guide, or Log a Support Case.

The “**Need Help?**” tab allows you to find answers to your questions through our Frequently Asked Questions section and downloadable My Ed Fund User Guide.

From this page, you can also log a support case to get further assistance.



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Home My Profile Available Programs My Programs **Need Help?**

Frequently Asked Questions

Browse through our FAQ to find answers to commonly raised questions and how to get started on My EdFund. If you don't find answers to your questions, please consult our downloadable user guide or log a support case.

Consult our user guide [View Guide](#)

Log a Support Case [Click Here](#)

▼ How do I start applying to Programs?

The first step to applying to Programs is to schedule an appointment with your assigned Counselor. To do so, please click the “Home” tab on your navigation bar. Then, click the “Schedule Appointment” button, and select a date/time for your appointment. Your Counselor will advise you best on the programs that are a good fit for you.

Once you met with your Counselor, please allow up to 48 hours for an update on the Available Programs page. The next step is to click the Available Programs tab on your navigation bar and to locate the Program that you want to apply to. Click the “Apply” button in the Program’s card and complete the application. To confirm that your application has been sent, please click the “Finish” button at the end of the application.

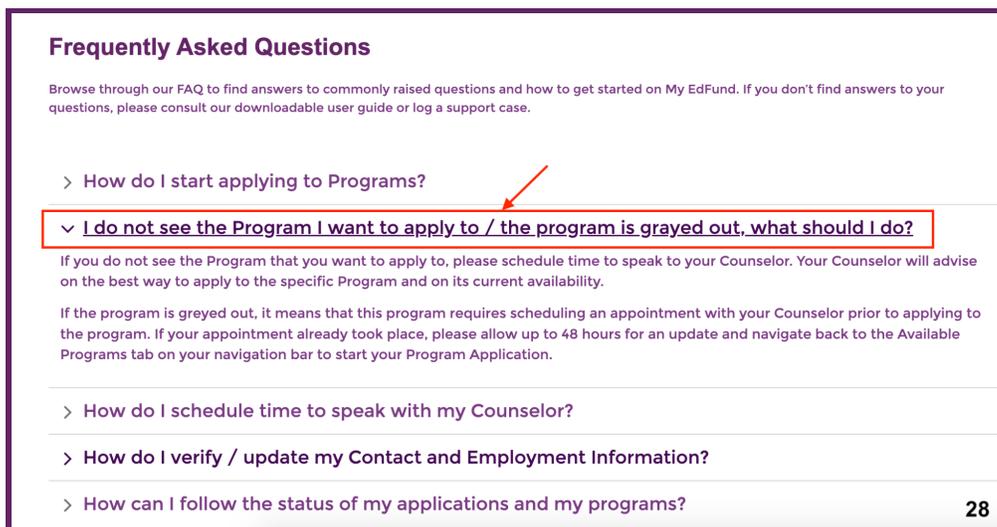
> I do not see the Program I want to apply to / the program is grayed out, what should I do?

> How do I schedule time to speak with my Counselor?

> How do I verify / update my Contact and Employment Information?

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To view the answer to a question from the Frequently Asked Questions, please click the question to open the textbox which displays the answer.



Frequently Asked Questions

Browse through our FAQ to find answers to commonly raised questions and how to get started on My EdFund. If you don't find answers to your questions, please consult our downloadable user guide or log a support case.

> How do I start applying to Programs?

▼ **I do not see the Program I want to apply to / the program is grayed out, what should I do?**

If you do not see the Program that you want to apply to, please schedule time to speak to your Counselor. Your Counselor will advise on the best way to apply to the specific Program and on its current availability.

If the program is greyed out, it means that this program requires scheduling an appointment with your Counselor prior to applying to the program. If your appointment already took place, please allow up to 48 hours for an update and navigate back to the Available Programs tab on your navigation bar to start your Program Application.

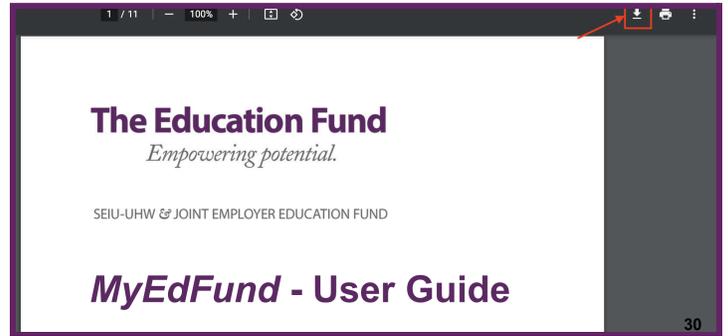
> How do I schedule time to speak with my Counselor?

> How do I verify / update my Contact and Employment Information?

> How can I follow the status of my applications and my programs?

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The “My Ed Fund User Guide” that you are currently reading is also accessible when you click the “**View Guide**” button at the top of the page on the right-hand side. This document is also downloadable in PDF format.



If you need further assistance, please log a Support Case by clicking the “**Click Here**” at the top of the page on the right-hand side.

A pop-up window will open.

Please enter your “**Employee ID**”, “**First Name**”, “**Last Name**”, and “**Email**” .

Then, enter the best “**Phone Number**” to reach you.

A screenshot of a form titled "Please enter your details". The form is divided into sections. The "ABOUT YOU" section contains several input fields: "Employee Id#" with the value "098765", "First Name" with "David", "Last Name" with "Smith", and "Email" with "david.smith@gmail.cc". Below these is a "Phone Number" field with the value "3109886622" and the instruction "Please enter the best number to reach you.". At the bottom of the form is an "Attach File:" section with an "Upload Files" button and the text "Or drop files". At the very bottom of the form are "SUBMIT" and "CLOSE" buttons. Red boxes and arrows highlight the "Employee Id#" field, the "First Name", "Last Name", and "Email" fields, and the "Phone Number" field. The page number "31" is in the bottom right corner.

If you would like to see which Email Address you have entered as your preferred email, please consult the “My Profile” tab.

My Profile
You can edit your information and add skills to your profile on this page. Edit Profile

Contact Information

First Name: David
Middle Name: J
Last Name: Smith
Union:
What is your Personal Email?: david.smith@gmail.com
What is your Work Email?: david.smith@company.com
What is your preferred Email?: Work Email
Mobile Phone: (876) 543-2211
Opt in to Text Messages: Yes
Work Phone:
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On the Support Case request, click the “**Upload Files**” button to upload a file. For example, you can include a screenshot related to your case.

Please enter your details

ABOUT YOU

Employee Id#: 098765

First Name: David
Last Name: Smith
Email: david.smith@gmail.cc

Phone Number: Please enter the best number to reach you.
3109886622

Attach File:
Upload Files Or drop files
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SUBMIT CLOSE

Finally, select a Subject and enter a Description. For the Subject, when you select “**Other**”, a new field opens up which displays the text “**Enter Subject**”.

Click the “**Submit**” button once you finish completing the fields.

Please enter your details

Phone Number: Please enter the best number to reach you.

3109886622

Attach File:

Or drop files

SERVICE REQUEST: _____

Subject:

Updating my information on My Profile

Description:

My mailing address has changed. How do I update it on MyEdFund?

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After you click **“Submit”**, you will see a success message confirming that your request has been submitted successfully.

A team member will get back to you shortly by email / phone regarding your support case.