How to Check your Eligibility for the Courtey Scholarship Benefit

1. Go to Emory's home page at www.emory.edu

2. Click on the Resources tab in the top menu bar, choose Human Resources, and then locate the “Self-Service Log In” link on the right menu.

3. Log in to the Human Resources System using your regular Emory network ID and password.

4. Follow these links: Self Service > Benefits > Education Benefit Program > Instructions for First Time Applicants -- Employee, Spouse or Same-Sex Domestic Partner > Continue to Projected Eligibility

5. Scroll down the page to locate the 2nd table, which has the title “How does my eligibility apply to recent and upcoming terms (semesters)?”
   a. If you see “100%” projected for the current or for any future semester, then you are eligible to take classes using the courtesy scholarship benefit.
   b. If you see only “0”s listed for your projected eligibility, you are not eligible for the Courtesy Scholarship benefit.

6. If you are eligible, please copy or print/scan your proof of eligibility and email it to Heather Boldt at hboldt@emory.edu. She will then provide you with instructions on how to proceed with testing and registration.