

Video Transcript

Log in to the *myNorthridge* Portal.

Navigate to the Staff Tab.

Locate the Human Resources/Employee pagelet.

Select the link for the Fee Waiver application.

Read benefit information.

Search for open applications.

Click on the term code.

Select the person using the fee waiver and the campus of attendance.

Complete the rest of the application, answering questions about the student.

Click agree, then submit.

The application module will automatically check your eligibility.

If you are eligible, you will receive a confirmation email.

If your application cannot be confirmed immediately, you will see an alert with instructions.

Contact the Fee Waiver Coordinator with any questions.