

GUILD



Getting Started Guide

Take the next step with your new tuition assistance benefit



[BSW.GULDEDUCATION.COM](https://www.bsw.guldeducation.com)

What's next in your career is here

IT ALL STARTS WITH EDUCATION

Your new tuition assistance benefit isn't just a chance to go back to school—it's an opportunity to grow your career. Baylor Scott & White has partnered with Guild to bring you select fully funded and partially funded programs at high-quality learning partners so you can take the next step toward achieving your professional fulfillment and development goals:

- Degrees and certificates in high-growth areas like nursing, healthcare administration, healthcare support, business, technology and more!
- College prep programs
- English language learning

All active full-time and part-time benefits-eligible employees are eligible on their first day of employment. Nurse technicians working eight or more hours per week are also eligible.

No matter your background, role or education experience, this best-in-class benefit has something for you. With an entire catalog of flexible online classes at your fingertips, you have the freedom to pick your path and progress on your own time.



PARTIALLY FUNDED PROGRAMS

For employees pursuing education opportunities outside of the fully funded program options but still within the Guild catalog, Baylor Scott & White will provide direct payments to their learning partner of up to \$5,250 annually for degree and certificate programs.¹

Required out of pocket expenses, such as required textbooks and course fees, for programs within the Guild catalog will also be reimbursed. Expenses for partially funded programs are included within the annual program limits.

SIMPLE STEPS FOR SIGNING UP

1. Visit BSW.GuildEducation.com.
2. Click "Create an Account."
3. Enter your BSW login ID and password, complete your profile and click "Sign Up."
4. Browse the catalog of learning partners and programs.
5. Pick a program and apply!

¹Funding covers tuition and mandatory fees after the required application of federal and state grants and scholarships.

Your program at a glance

When you're ready to get started on your education journey, we will help you get there. Think of Guild as a resource and a guide—they'll walk you through your first steps and connect you with a specialist who can answer your questions and cheer you on along the way.



Perks of the program

1 CHOICE

Your tuition assistance benefit offers a variety of programs—including degrees, professional certificates, college prep classes and English language learning.

2 SUPPORT

You'll receive support from Guild specialists who can help with program selection, understanding your benefits, and eligibility and the application process. Bilingual specialists are also available for learners who prefer to speak in either Spanish or Haitian Creole.

3 FLEXIBILITY

All programs are designed for working adults, allowing you to balance your work, life and education.

4 SIMPLICITY

Tuition payments (100% of tuition for fully funded programs and up to \$5,250 for partially funded in-network programs²) are facilitated by Guild, meaning you don't have to worry about them.

²Funding covers tuition and mandatory fees after the required application of federal and state grants and scholarships.



We're in this together



WHAT IS A GUILD SPECIALIST?

Guild specialists are trained education benefits experts whose main goal is to help you through school! Whether you need support choosing a program, completing your application or staying successful in school, specialists are just a call or chat away.



SPECIALIST TIP: KNOW YOUR WHY

"One of the most important things that you can do to stay successful for the long haul is to understand why you're doing this. Do you want to advance your career? Set an example for your kids? Whatever it is for you—keep that big picture in mind throughout your journey."
- Nicki S., Guild specialist



HOW DO I CONTACT SUPPORT

You'll hear from Guild at different points throughout your education journey. They'll reach out when you first sign up for your education benefit, answer questions throughout the application process and check in at least once a month during your time in school.



WHAT CAN I EXPECT FROM GUILD SPECIALISTS?

Specialists from Guild support offer individualized support to fit your needs. They can help you get motivated, implement time management skills and stay on track during challenging times. Based on your preference, you can talk to Guild support via phone or chat.

Questions?

If you'd like to speak to Guild support over the phone, **you can call 1-800-985-4027 toll free**, and you will be routed to a specialist.





How to choose a program

1. MAKE SOME LISTS

Start by listing your strengths, interests and values. Knowing your abilities and being honest about your goals is crucial to finding a program and career that might be a good fit.

2. CHECK LEARNING PARTNER REQUIREMENTS

Each program may have slightly different admissions requirements based on GPA or previous college credits. Gathering your past grades and credits can help you choose a learning partner that aligns with your experience.

3. REVIEW PROGRAM INFORMATION

Spend some time reading through the catalog of programs. Don't just read the program description—consider what classes are required, too.

4. CONTACT GUILD SUPPORT

Not sure which program is right for you? No problem! Guild support specializes in helping you explore your options and find the right path for your education and career goals. Once you create a Guild account, you can connect with a specialist or take the program quiz to find a program that best fits your needs.

Ready to move forward?

We're ready to help you get there.
Visit [BSW.GuildEducation.com](https://www.bswguildeducation.com)
to get started today.

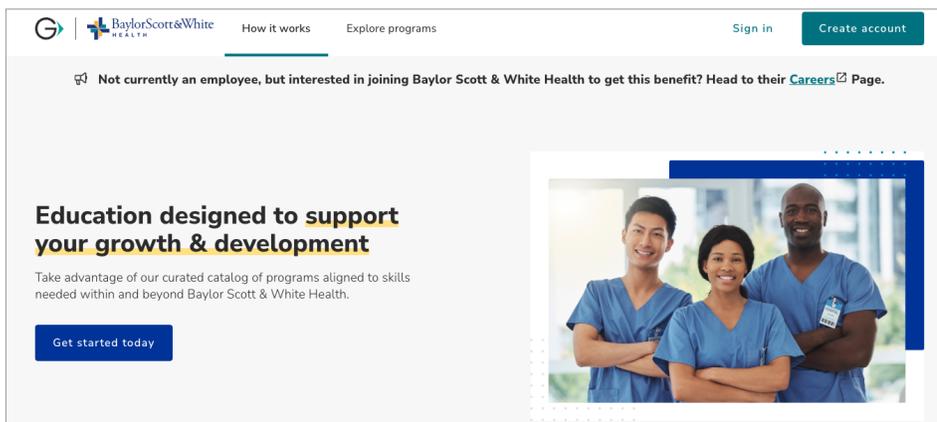


A closer look at the platform

Here's what you can expect as you start exploring your new tuition assistance benefit!

BSW.GUILDEDUCATION.COM

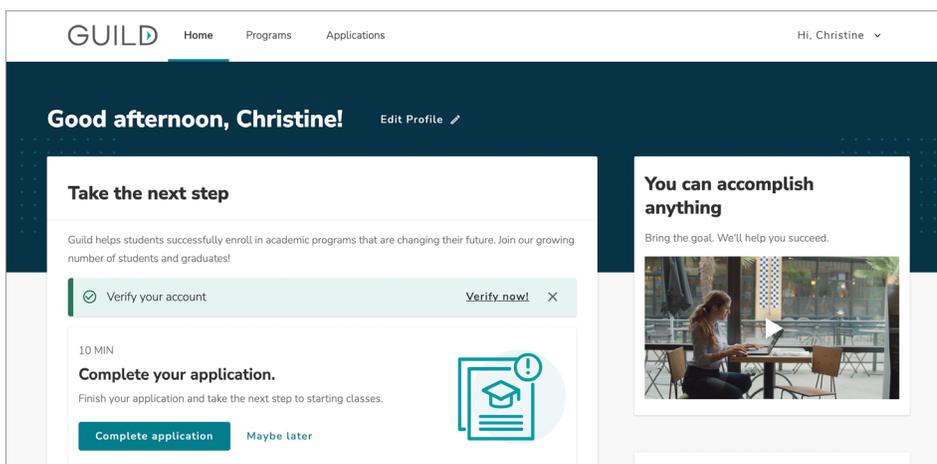
Your starting point for all things related to your education benefit. Take a few minutes to scroll through the page and learn a bit more about what's available. When you're ready, click "Create account" to get started.



The screenshot shows the top navigation bar with the Baylor Scott & White Health logo, "How it works", "Explore programs", "Sign in", and "Create account" buttons. A message reads: "Not currently an employee, but interested in joining Baylor Scott & White Health to get this benefit? Head to their [Careers](#) Page." The main content area features the heading "Education designed to support your growth & development" and a sub-heading "Take advantage of our curated catalog of programs aligned to skills needed within and beyond Baylor Scott & White Health." Below this is a "Get started today" button and a photograph of three healthcare professionals in blue scrubs.

STUDENT HOME

After you've created an account and every time you sign in after that, you'll be taken to this page, where you can access everything your benefit has to offer—including taking the program recommendation quiz, exploring the full catalog, contacting Guild support, reading resources and more.



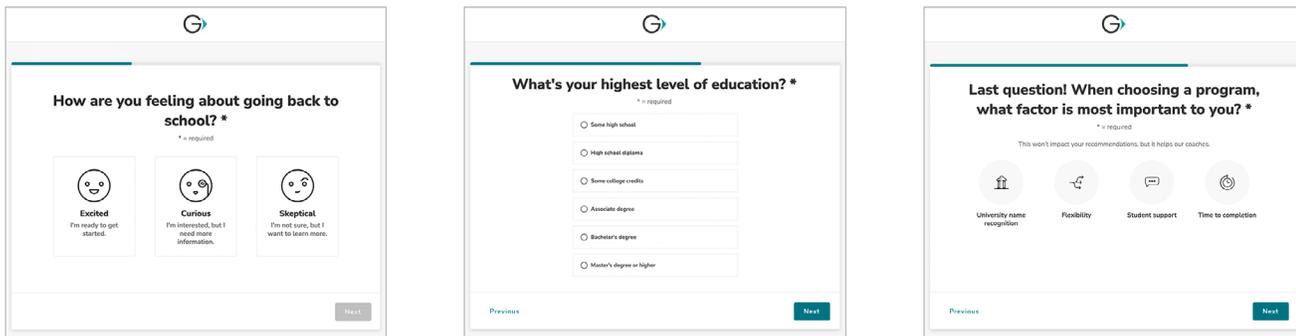
The screenshot shows the "GUILD" dashboard for a user named Christine. The navigation bar includes "Home", "Programs", "Applications", and "Hi, Christine". The main heading is "Good afternoon, Christine!" with an "Edit Profile" link. The dashboard is divided into two main sections. The left section, titled "Take the next step", contains a progress bar for "Verify your account" with a "Verify now!" button and a "10 MIN Complete your application" section with a "Complete application" button and a "Maybe later" link. The right section, titled "You can accomplish anything", features the text "Bring the goal. We'll help you succeed." and a photograph of a student working at a table.

Find the right program for you

Whether you want to explore the catalog on your own time or could use some help discovering your options, we've got you covered.

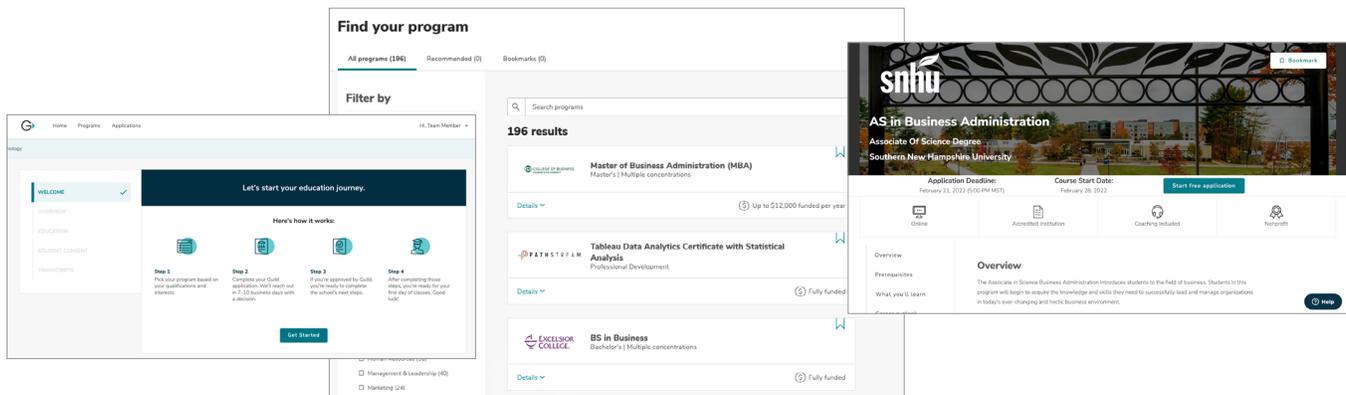
PROGRAM RECOMMENDATION QUIZ

Interested in going back to school but not sure where to start? Our program recommendation quiz will ask you a few short questions designed to guide you in the right direction. You can take it as many times as you want!



EXPLORE THE FULL CATALOG, PICK A PROGRAM, APPLY

Browse all education options at your leisure or narrow your selection by education goal, interests, schools and more. From there, you can click on any program to learn more, and when you're ready to start an application, the Guild platform will guide you through each step.



Visit BS.GuildEducation.com to get started today.