

Workstudy Portal Instructions

The Workstudy Portal is only for Students who have ALREADY been awarded Federal Workstudy.

WORK STUDY CONTRACT INSTRUCTIONS

The following are required by all students (**U.S. citizen, *non-citizens, *international, etc.**) in order to complete your federal or college work study contract:

- You must have been **AWARDED** federal work study or have a college work study contract request form from a department.
- You must be **REGISTERED** at Tuskegee University (ID card with current sticker)
- **First-time work study recipients** must have three (3) forms of ID before you are allowed to sign your contract - **ALL STUDENTS, NO EXCEPTIONS!!!**
 - **Original** driver's license or state ID, **and**
 - **Original** social security card or **Original** birth certificate, **and**
 - Student ID
 - ***Work permit**
 - ***U.S. Passport**

ALREADY REGISTERED ON THE PORTAL

If you were awarded Federal Workstudy for the current school year, please follow the steps below to register and be hired for a student employment position. You must access the Workstudy Portal which will allow you to apply for various workstudy jobs in various departments on campus.

1. Go to the Financial Aid Website
2. Click on Workstudy Portal
3. Go to the "Registered Users" link and enter your username and password information. (If you had workstudy previously, this information will be the same as what you used previously)
4. Once your information is received and processed, your account will show an initial status of "pending" in the system.
5. Your account will be reset from "pending" to "eligible." Then, you will be able to log back into the portal and apply for student employment positions in various departments on campus.
6. You will then be contacted by the appropriate supervisor in that particular department regarding your status.
7. Once hired, you will be given information on signing the applicable contract.

Once again, this is only applicable *if you have already been awarded Federal Workstudy*

as indicated on your Financial Aid award letter and as indicated on your TigerWeb account. If you have questions, please contact the Office of Student Financial Services during the hours of 9am-4pm Monday through Friday at the phone number or email listed below.

Thank You,

Office of Student Financial Services
Carnegie Hall 2nd Floor
Email: workstudy@mytu.tuskegee.edu
Phone: 334-727-8088

FIRST TIME REGISTRANTS

If you were awarded Federal Workstudy for the current school year, please follow the steps below to register and be hired for a student employment position. You must access the Workstudy Portal which will allow you to apply for various workstudy jobs in various departments on campus

1. Go to the Financial Aid website
2. Click on Workstudy Portal
3. Go to the "sign up now" link and enter your information. Once your information is received and processed, your account will show an initial status of "pending" in the system.
4. Your account will be reset from "pending" to "eligible."
5. You will then be required to log back into the Workstudy Portal to apply for student employment positions in various departments on campus.
6. You will then be contacted by the appropriate supervisor in that particular department regarding your status.

Once again, this is only applicable if you have already been awarded Federal Workstudy as indicated on your Financial Aid award letter and as indicated on your TigerWeb account. If you have questions, please contact the Office of Student Financial Services during the hours of 9am-4pm Monday through Friday at the phone number or email listed below.

Thank You,

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