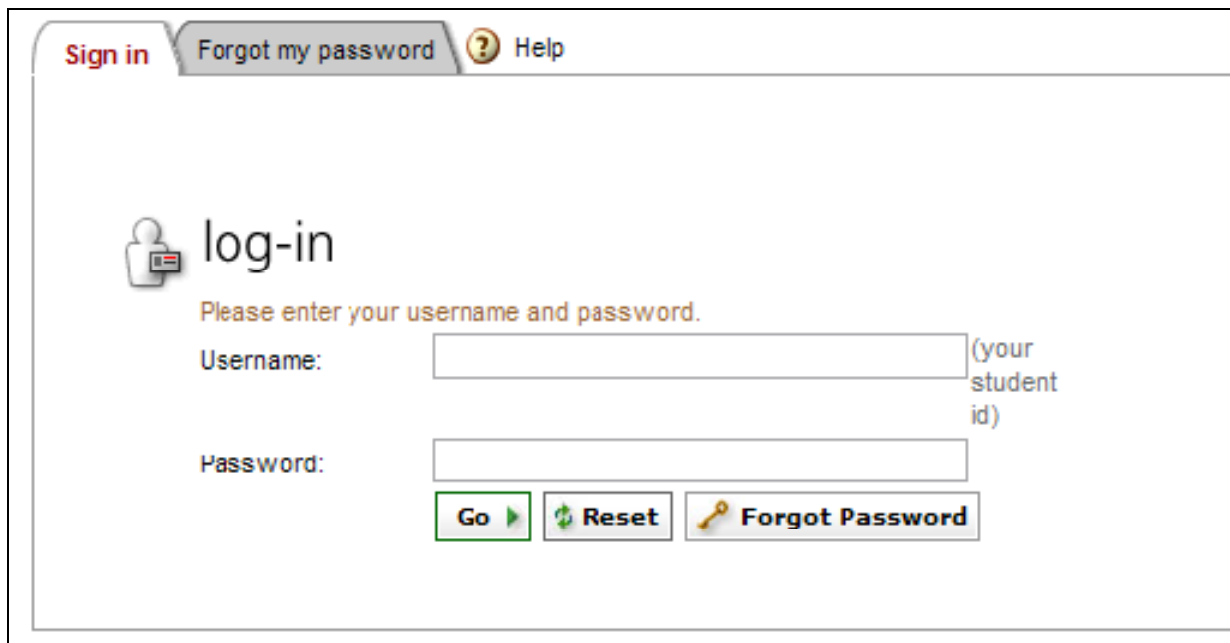


How to Search for a Federal Work-Study Job in NACElink (RSPH Student Portal)

1. Go to the Student Employment Office's *Search the Job Openings* website.
http://www.emory.edu/FINANCIAL_AID/student_employment/search-for-jobs.php
2. Click on the link called *Begin Job Search (RSPH STUDENTS ONLY)*. You will be taken to the following login screen.



Sign in | Forgot my password | ? Help

 **log-in**

Please enter your username and password.

Username: (your student id)

Password:

3. For your first time logging in, please use your email address (i.e., *jdoe@emory.edu*) and the password “emory”. You will be able to change your password in the system. If you have used the system before, you should already have a username/password created.

- Once you are logged in, you will be brought to your NACELink homepage. Underneath the Quick Links, click on *Search Emory Federal Work-Study Positions*.

- You are now at the Job Postings page. In the Show Me dropdown, select *Jobs Posted @ Emory*, and in Position Type select *Federal Work-Study*. Leave everything else blank and click *Search*.

You will now see a list of all available FWS jobs at the bottom of the page. Please keep in mind that FWS jobs are usually only posted from mid/late July to mid/late October and from early/mid January to mid/late March. If you have any questions about the Federal Work-Study job search, please contact the Student Employment Office at 404-727-6039.