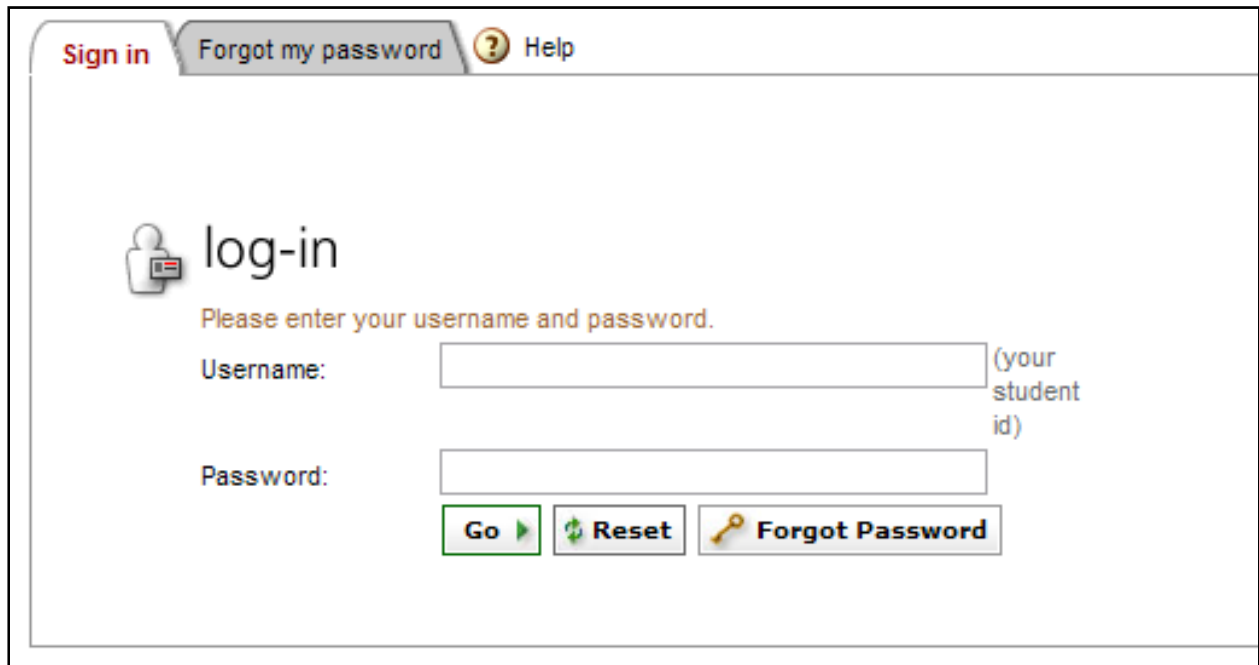


How to Search for a Federal Work-Study Job in NACElink

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*. You will be taken to the following login screen.



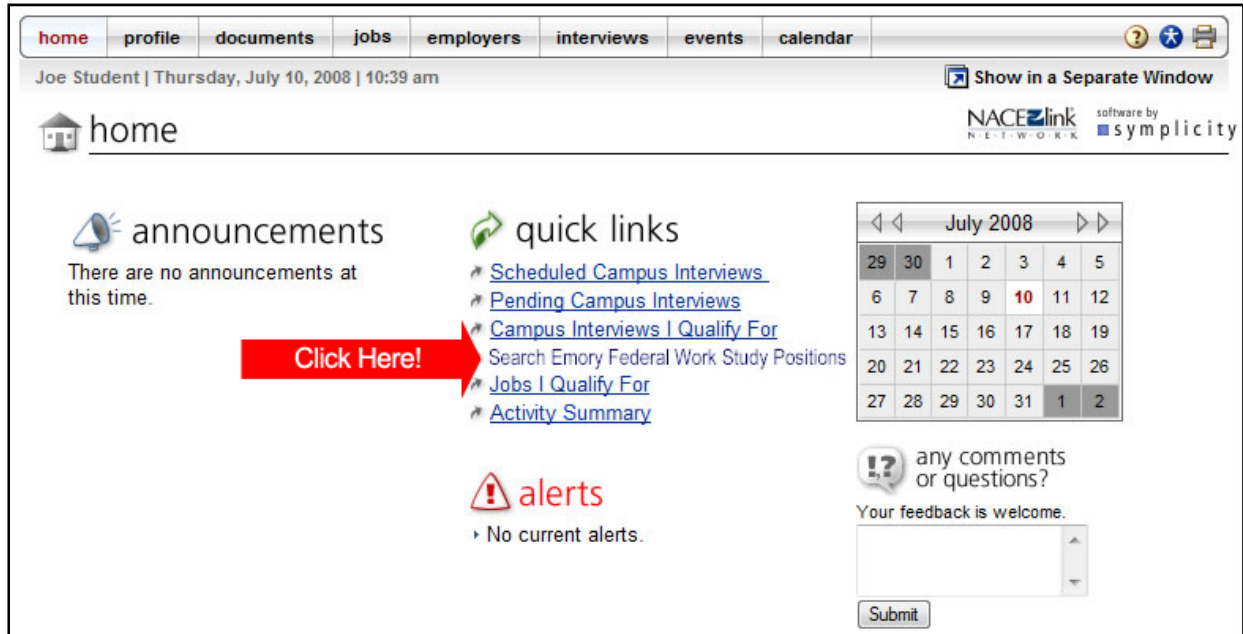
3. Log in using your 7-digit numeric Emory ID (not your Network ID, such as jdoe2) and using the password "emory" (all lowercase).

4. Not sure what your 7-digit Emory ID is? Log into OPUS at <http://www.opus.emory.edu/>

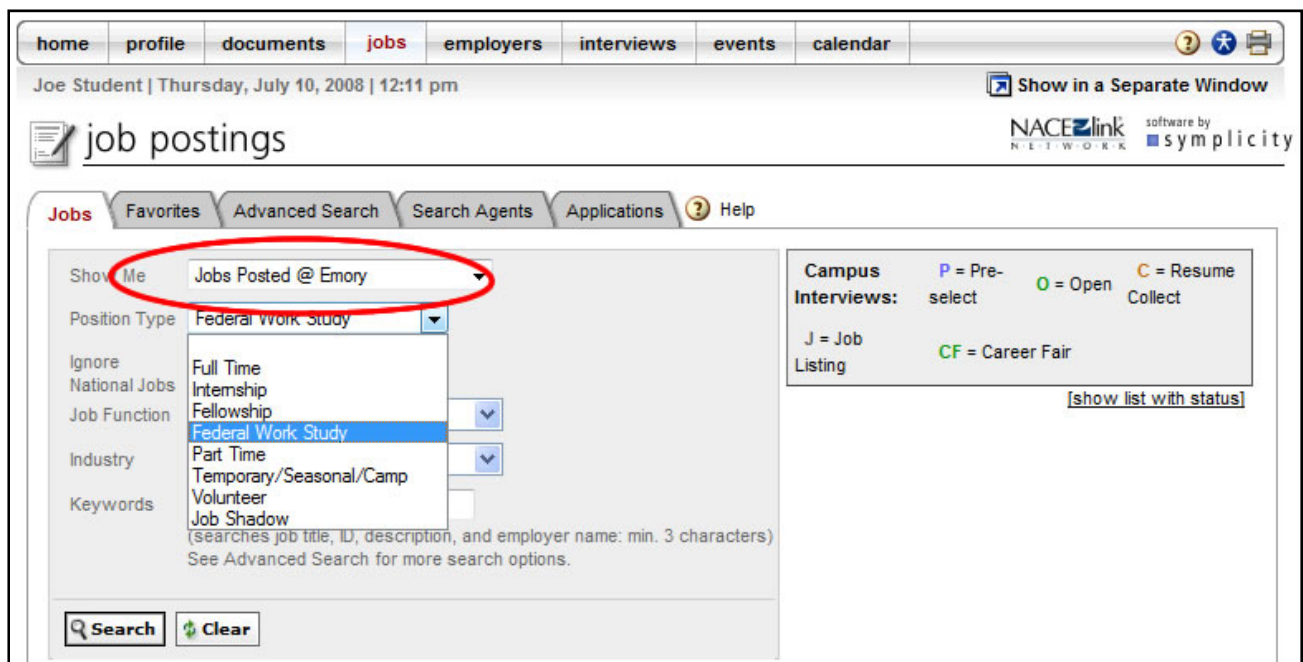


Your 7-digit Emory ID is the number following your name in the OPUS Student Center screen.

5. 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*.



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