Step – 2 Verify Student Eligibility

Now that you are logged in, you need to select the appropriate role, follow the instruction below. See arrow...

1. Click to open
2. Click ‘Student to expand’
3. Click ‘Academic Period Log’
Once in the Academic Period Log, you will be able to search for the student’s registration status using either Name or Gov. ID (SSN)

- Be sure to select ALL Students from the dropdown to ensure that the student’s information will populate even if they are not currently registered (i.e., graduated, etc.).

- If unable to find the student by Name or SSN, use the wildcard search. To do this, enter the % sign after partial entries (i.e. Smith, D% -or- S% and D%).
In order to work through Student Employment Services, students MUST be registered full-time in the school of A&S or Engineering (ASEN). This includes ASEN part-time programs AAP and EP.

- If ‘Full-Time’ does NOT appear in the Classification field, contact Student Employment Services. There are some unique cases where a student can be less than full-time, but still be eligible to work.

- Match spelling of student’s name with name on ISR
- Confirm student’s eligibility MUST be ASEN
- Enrollment Status