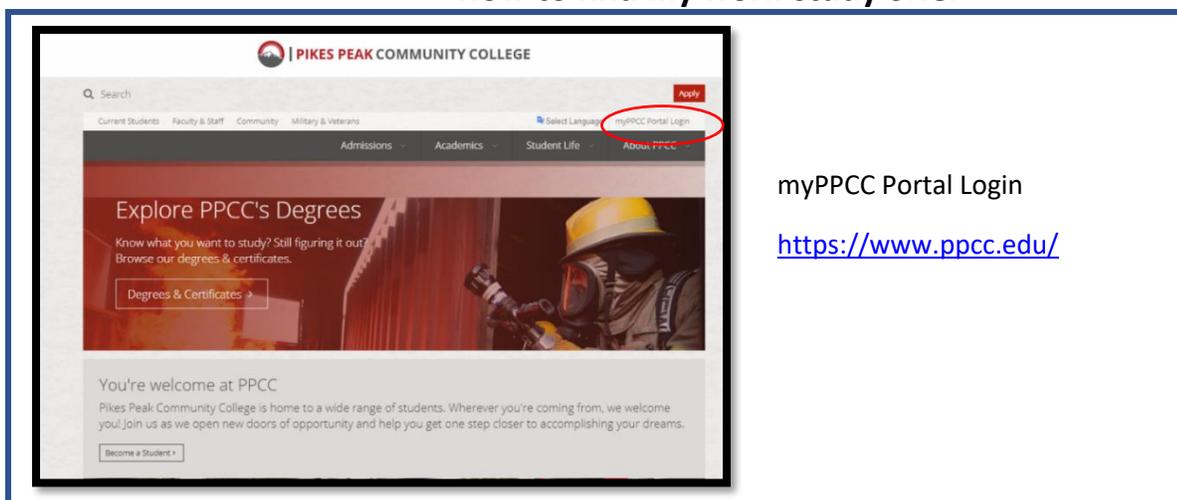




## Guide to Accepting Work-Study

1. Verify that you have been offered work-study by logging into your Student Portal (see screen shots below)
2. Create an Account in Purple Briefcase – this is where you will look for job postings. It is recommended that you look for something that is related to your declared major. [\(See instructions below\)](#)
3. Prepare for your interview
4. If hired, complete and sign Work-Study Contract with your supervisor
5. Submit Student Employee Packet (provided by your supervisor) to Human Resource Services
6. Await notification from your supervisor on when you may begin working

### How to find my work-study offer



myPPCC Portal Login

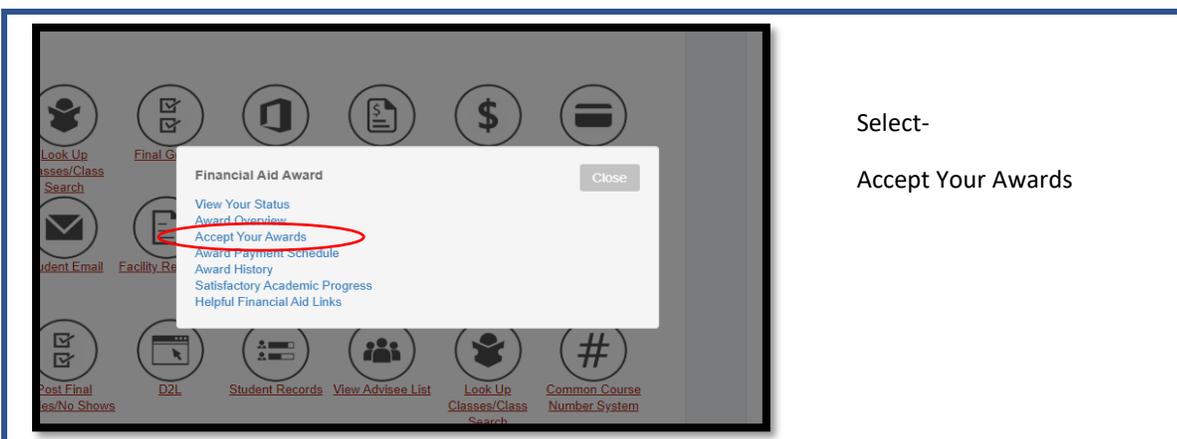
<https://www.ppcc.edu/>



From the Dashboard

Select Financial Aid Award or

the \$ symbol



Select-

Accept Your Awards



PIKES PEAK COMMUNITY COLLEGE

Personal Information Student **Financial Aid** Faculty & Advisor Employee

Search

**Aid Year**

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year: **PPCC Aid Year 2019-2020**

RELEASE: 8.21.1

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Click on the Financial Aid Tab

Select Aid Year:

Hit Submit

**Award for Aid Year PPCC Aid Year 2020-2021**

General Information Award Overview Resources/Additional Information Terms and Conditions **Accept Award Offer** Special Messages

[Print](#)

**Your Financial Aid Award Information**

Please review the information presented on this page regarding your financial aid award.

**Satisfactory Academic Progress: *Good standing***

Options for Accept Award Offers include:

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Click on the Accept Award Offer

\*If you have not completed Terms & Conditions, this tab will not show.

Take note of your Satisfactory Academic Progress

If you are ineligible, you may need to appeal to receive your financial aid awards.

**Award Decision**

Fund	Status	Term	Amount
Direct Loan Subsidized	Accept	Fall 2019	\$1,750.00
	Accept	Spring 2020	\$1,750.00
		<b>Fund Total:</b>	<b>\$3,500.00</b>
Direct Loan Unsubsidized	Accept	Spring 2020	\$4,785.00
		<b>Fund Total:</b>	<b>\$4,785.00</b>
Fed Work-Study On Cmp	Accept	Spring 2020	\$3,600.00
		<b>Fund Total:</b>	<b>\$3,600.00</b>

Verify that you have a Work-Study Offer.

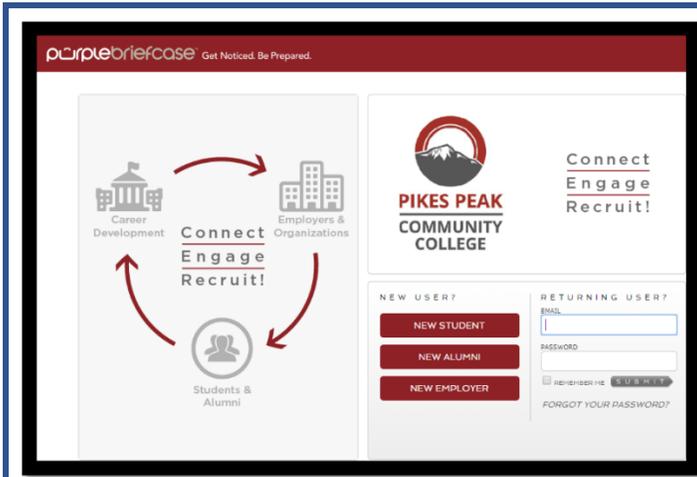
Print this page and upload into Purple Briefcase or take with you to your interview.

Please note: your offer status will not change from offered to accept until your work-study contract is complete.

Contact Financial aid at 719-502-3000 or email us at [financialaid@ppcc.edu](mailto:financialaid@ppcc.edu) if you have any work-study questions.



## How to Create a Purple Briefcase Account



PPCC Purple Briefcase link

<https://app.purplebriefcase.com/pb/account/login?s=PPCC>

### New to Purple Briefcase

Click on New Student under the New user section. You will be prompted to enter your information and create a pending account.

### Returning User?

Login with your PPCC Assigned email and password you created when you setup your account.

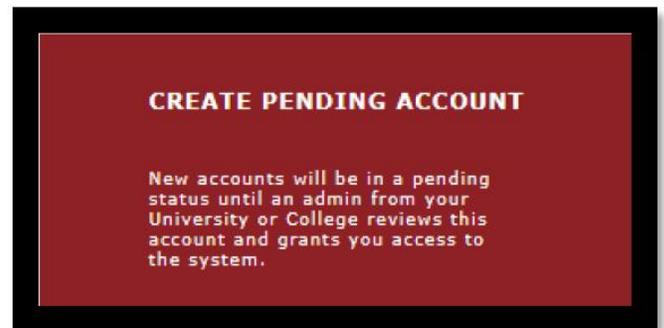
If you forgot your password, click on "Forgot your password" to reset your password.

**Questions? Contact Career & Retention Service @ 719-502-2360**

Fill out your information and click "Find me."

You will be prompted to create a pending account.

Career & Retention Services will need to approve your account.



Fill out your account information and create a Purple Briefcase password.



**WE CAN'T GIVE YOU ACCESS TO YOUR ACCOUNT RIGHT NOW BECAUSE YOUR ACCOUNT IS NOT ACTIVE**

There are a number of different reasons why this might have happened, but don't worry, we have a solution for every scenario!

**PENDING ACCOUNT**

If you landed on this page immediately after creating your user account for the first time, this is because your account is in pending status. All this means is that your account needs to be approved by an administrator from your school before you'll be able to access the opportunities that have been shared with your school. An Admin was notified of your account creation, and you'll receive an email as soon as your account activation request has been reviewed.

**DE-ACTIVATED ACCOUNT**

If you had a working user account, but decided to delete it, only to try and sign in again today, you would not be able to access your account, landing you on this page. If you had a working employer account, but are no longer able to access it, it might be because an Admin removed your permission to connect with their school. To remedy either of these scenarios, please contact your school's career services department directly.

**ERROR**

This can happen from time to time, but don't worry, we can fix it! If you were able to access your account recently and are now locked out and seeing this page, an error might have occurred - sorry about that. Please contact your school's career services department directly.

Your account will be added to a pending account. Retention Services will need to approve all accounts.

Accounts will be activated within 24 hours.

Within 24-48 hours, you will be sent an email from Purple Briefcase to your PPCC Student Email notifying you that your account has been approved.

The home screen will allow students to:

- Upload documents
- View helpful job/career videos
- View career blogs
- Note employer history
- Create a Purple Briefcase profile

### Purple Briefcase -Student View

The home screen will allow students to:

- Upload documents
- View helpful job/career videos
- View career blogs
- Note employer history
- Create a Purple Briefcase profile

**Purple Briefcase – Apply for a job**

Click on *my jobs* to view all available PPCC Student positions.

Students can opt-in to receive an alert when a new job is posted.

Students can also search key words

### Purple Briefcase – Apply for a job

Click on *my jobs* to view all available PPCC Student positions.

Students can opt-in to receive an alert when a new job is posted.

Students can also search key words



my jobs > Test Admin Assistant I - copy

## Pikes Peak Community College

Position: Test Admin Assistant I - copy  
Type: Part Time  
Salary: 12.00  
City(s): Colorado Springs  
State(s): CO

Posted: 07/03/19  
Expires: 07/03/19  
Contact: Test Supervisor

Employer Profile Save This Job Report As Your Job APPLY!

Description Requirements

Test Test

Click on any job posting to view the description and job requirements.

Click on *Apply* to begin your application.

APPLICATION

Please Read Before Beginning Application Process.

Test  
This position will be located at the Centennial Campus.

Provide a brief introduction. This introduction will be emailed to the hiring manager for this opportunity.

please don't exceed 300 characters

Apply with saved resume:  [Dropdown] **APPLY!**

Or, upload a new one:  [Browse...] max size is 4MB

Apply with saved cover letter:  You have no saved cover letters.

Or, upload a new one:  [Browse...] max size is 4MB

Don't use a cover letter:

Students will be able to view employer profiles, save jobs, and apply.

Students will be able to view the job description and requirements before applying.

## Pikes Peak Community College

Position: Administrative Assistant (Test)  
Type: Part Time  
Salary: 11.10 per hour  
City(s): Colorado Springs  
State(s): CO

Posted: 06/04/19  
Expires: 07/03/19  
Contact: Andrea Cabello

Employer Profile Save This Job Report As Your Job APPLIED

Description Requirements

THIS IS A TEST  
This temporary part-time position is responsible for carrying out Administrative Assistant duties in the Career and Retention Services Department. The position starts at \$11.10 per hour, working up to 20 hours per week. The position is under the supervision of the Administrative Assistant III, also in the Career and Retention Services Office. General clerical duties to include, but not limited to, answering phones, front desk reception, typing, filing, data entry, inventory, tabling events, preparing supplies for various events, appointment reminder calls, etc., and other duties as assigned.

Test  
Knowledgeable in Microsoft Office Word, Excel and Outlook. Excellent customer service and communication skills, both verbally and in writing. Experience working in providing clerical support, preferably in a Community College setting.

Students will be able to upload a resume, cover letter, award offer, and other needed documents. Students can use a saved resume/cover letter or upload a new one. Students will also have an opportunity to include an introduction to their application.

After the student has applied to the position. The job posting will change from *Apply* to **Applied**.

From this screen students can also view employer profile, save job.

Contact Career & Retention Services at 719-502-2360 or email us at [Career@ppcc.edu](mailto:Career@ppcc.edu) if you have any Purple Briefcase questions.