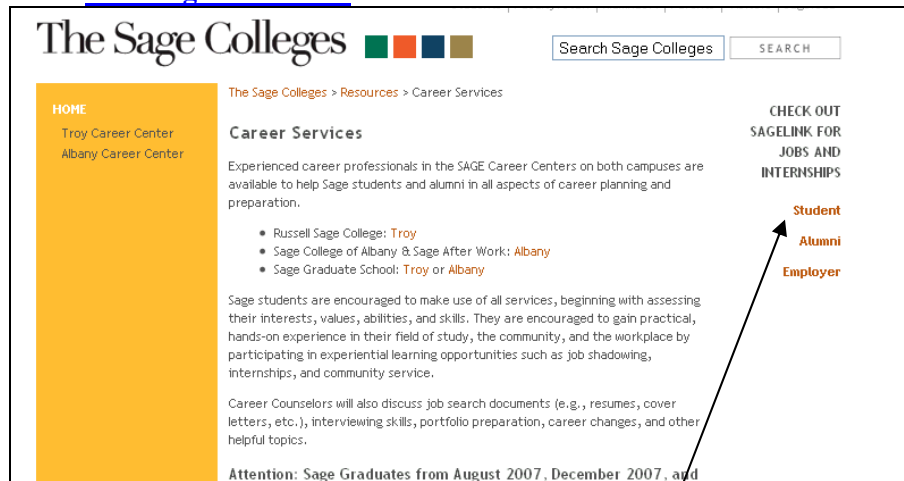


HOW DO I REGISTER FOR SAGELink AND FIND A WORK STUDY OR COMMUNITY WORK STUDY POSITION?

- a. First set up your account. You will only register once.
- b. Go to www.sage.edu/career

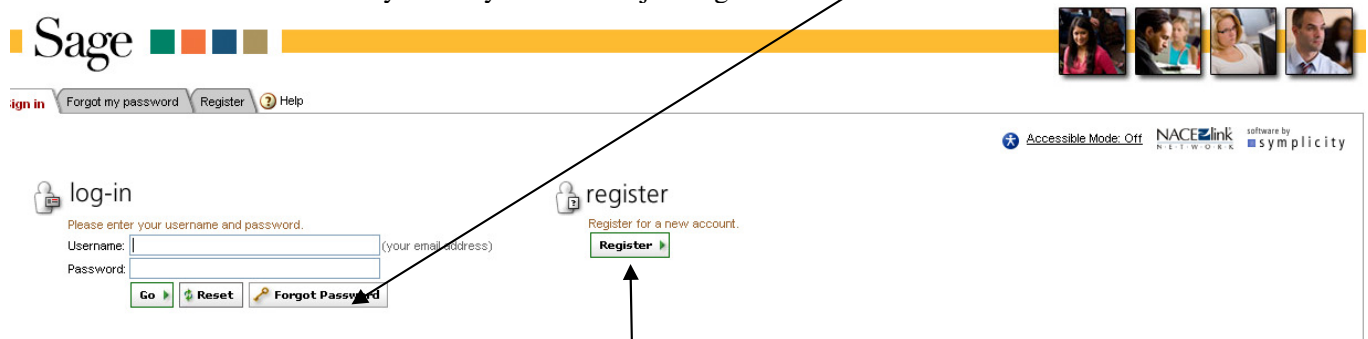


- c. Look on the right side of this page and click on **Student**. That link will bring you to this page where you will click the **Launch SageLink Student** button.



2. The next page you will see is the **Registration** page.

- a. *If you were a student in Fall 2008*, you already have an account. If you do not know your password, enter your Sage e-mail address and click on the box **Forgot Password**. Your password will be e-mailed to you and you can then just log-in.



- b. If you are new to SAGELink click **Register**.
- c. Begin to register. Only items that are starred * are required information.
- d. Complete the **Name and Current Address** section.

Student Registration

Full Name* Enter your full name (first in last):

First:

Last:

Phone*

Email*

School Address: **Address**
 Please provide as much information as possible
Street Address
 Enter the Street Address, using multiple lines if necessary

City
 Enter the City:

State
 Enter the State:

Zip Code
 Enter the Zip Code:

Country
 Enter the Country:

e. Complete **Permanent Address** if different from current address.

Permanent Address: **Address**
 Please provide as much information as possible
Street Address
 Enter the Street Address, using multiple lines if necessary

City
 Enter the City:

State
 Enter the State:

Zip Code
 Enter the Zip Code:

Country
 Enter the Country:

f. Complete **Academic Information** and click on **SUBMIT** when finished. You are registered!

Academic Information:

Graduation Date*
 December 2009

Year in School*
 SR

Major*
 Use the menu below to select major(s)
 Clear
 ACADEMIC EXPLORATION

Applicant Type*
 Current Student
 Alumni

Work Authorization*
 None

Privacy: Receive Email Notifications*
 Choose 'yes' to receive email notifications from the system.
 yes no

Privacy: Include in Resume Books*
 Choose 'yes' to have your resume included in resume books.
 yes no

Enter the phrase seen here, matching case exactly:

 Download the audio file to play with your preferred media player application.

g. You will then receive this message.



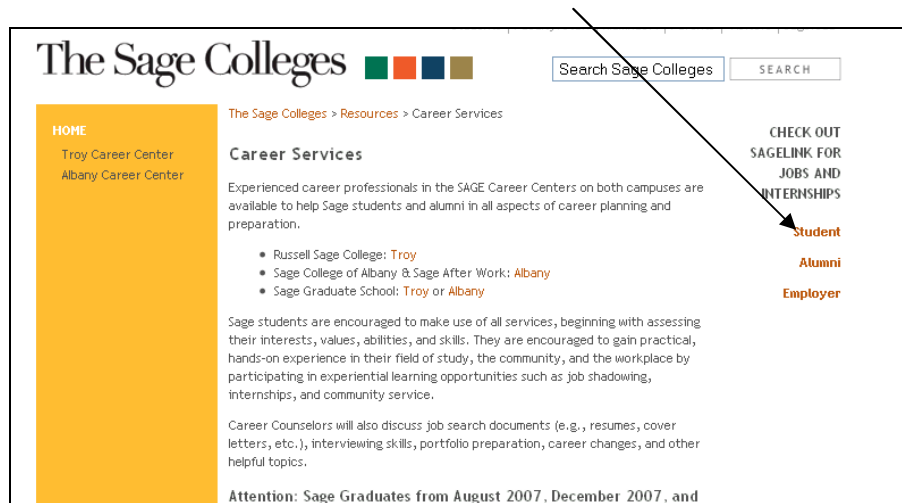
NACElink Network is a collaboration between NACE, Symplify, DirectEmployers and your college/university. [NACElink Privacy Policy](#) | [NACElink User Agreement](#)

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h. Within 24 hours after you register, you will receive an e-mail acknowledging your registration and giving you a password that you would then use to log in to your homepage to look for work study and community work study jobs.

3. SO YOU ARE NOW READY TO LOOK FOR A WORK STUDY POSITION AND COMMUNITY WORK STUDY POSITION.

a. Return to www.sage.edu/career, click on **STUDENT**



b. Click the **Launch SageLink Student** button.



c. Log in using your username and password that you received in the e-mail. You can change this password to one you would prefer after your log in. Click on the profile tab.

- h. You will now see the list of On-Campus Work Study and Community Work Study positions.

The screenshot shows the Sage job postings interface. At the top, there is a navigation bar with links for 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'events', and 'calendar'. The current page is 'job postings'. A search filter is active, showing 'Show Me: All Job Listings', 'Position Type: On Campus Work Study', and 'Ignore National Jobs: no'. Below the filter is a table of job listings.

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Options
Student Assistant 2, Sample	1152	Career Center, Troy Campus	Troy, New York	On Campus Work Study	May 27, 2009	Oct 23, 2009	ADD FAVORITE
Student Assistant 3, Sample	1158	Career Center, Troy Campus	Troy, New York	On Campus Work Study	May 27, 2009	Jul 26, 2009	ADD FAVORITE
Student Assistant	1129	Employer Name Withheld	Troy, New York	On Campus Work Study	May 25, 2009	May 01, 2010	ADD FAVORITE

- i. Click on the individual positions you are interested in and you will see a job description and all of the necessary information you need to apply for the positions you choose. You can print information about the positions that interest you. Follow the instructions in the job description. Most offices will have you stop by and express your interest.
- j. In the future, you can log in to find internships, jobs, summer jobs and much more.