



Ignite Work-Study Program & Opportunity Application Guide

Step 1 – Log into MySuccess and click “IGNITE - WORK STUDY”

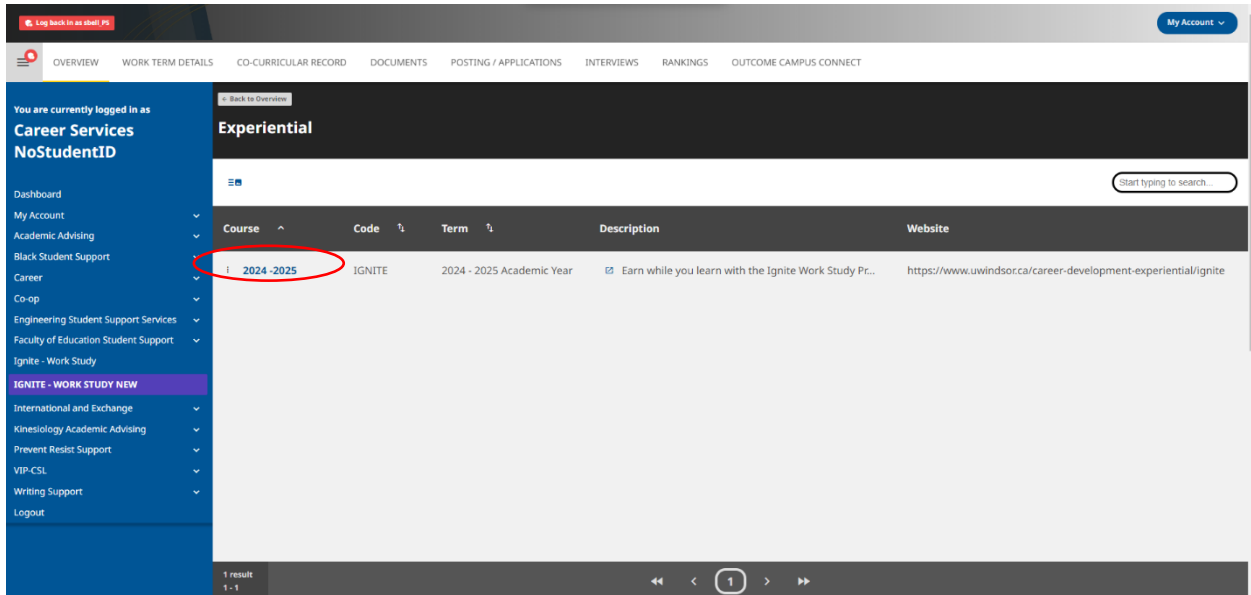
The screenshot shows the MySuccess dashboard for a user logged in as Career Services NoStudentID. The navigation menu on the left includes: Dashboard, My Account, Academic Advising, Black Student Support, Career, Co-op, Engineering Student Support Services, Faculty of Education Student Support, Ignite - Work Study, **IGNITE - Work Study NEW** (highlighted in red), International and Exchange, Kinesiology Academic Advising, Prevent Resist Support, VIP-CSL, Writing Support, and Logout. The main content area displays a welcome message, a 'Start your career journey today!' section with bullet points, and an 'Upcoming Events / Workshops' calendar with various events like 'Career Peer Advising' and 'Deloitte Virtual Summer Sessions'.

Step 2 – Ignite Work Study Homepage (view before enrolling in the Ignite program). Click “Find Courses and Programs”.

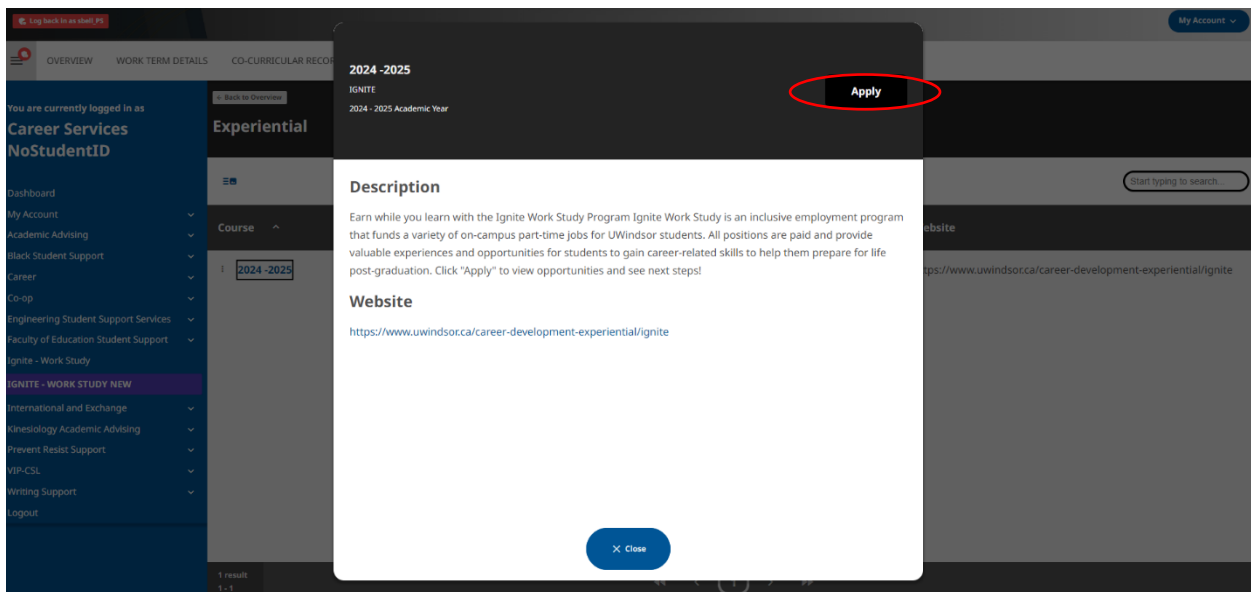
The screenshot shows the Ignite Work Study homepage. The navigation menu on the left is similar to the previous screenshot but includes 'IGNITE - WORK STUDY NEW' as the active page. The main content area features a 'My Experiences' section with a search bar and a 'Find Courses and Programs' button (highlighted in red). Below this are four buttons: 'Current Experiences', 'Past Experiences', 'Pending Experiences', and 'Inactive Experiences'. On the right side, there is an 'All To Do - 0' indicator.



Step 3 – Select IGNITE – current year / term

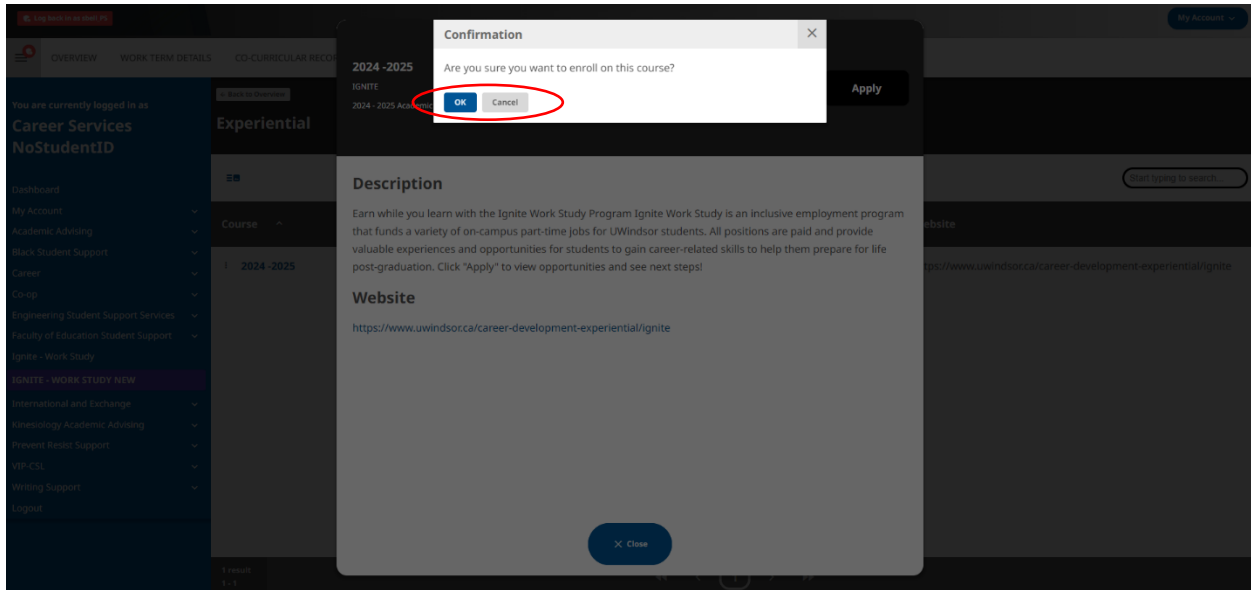


Step 4 – Click “Apply” on description pop-up.

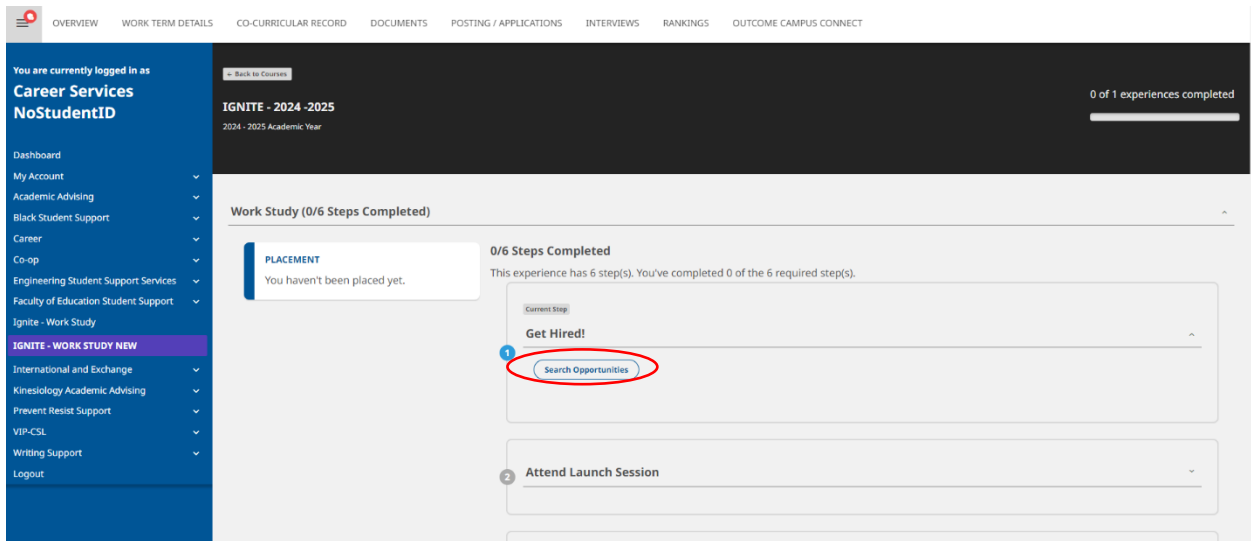




Step 5 – Confirm “Yes”. You will be redirected to a new page.

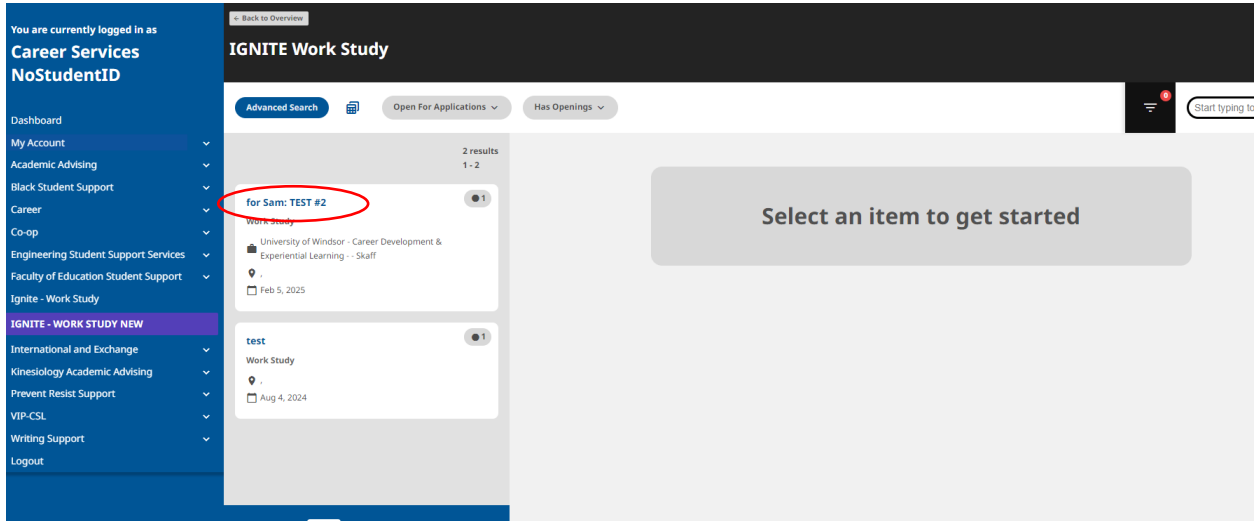


Step 6 – Search opportunities! This can also be done from the main Ignite page after enrolling.

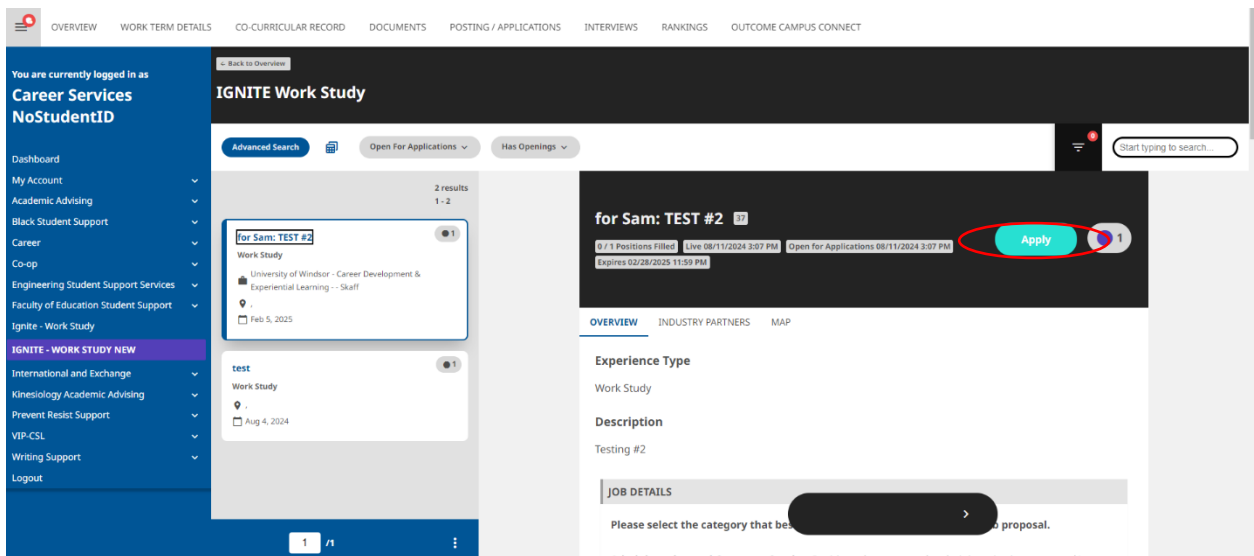




Step 7 – View current opportunities (Jobs). All jobs are posted a few weeks before the term starts and close automatically mid-semester. Apply early for the best chance of being hired, as most jobs fill very quickly.



Step 8 – Select a job to view the complete job description and important information. Click “Apply”.





Step 9 – Select the correct application package and apply. Make sure to read any application package requirements included in the job description. Application packages and documents can be uploaded under the “documents” section of MySuccess.

The screenshot shows the 'Apply to' page for a 'Work Study' position. The page is titled 'Apply to (37) for Sam: TEST #2'. It includes a navigation menu on the left with options like 'Dashboard', 'My Account', 'Academic Advising', etc. The main content area shows the job title 'IGNITE - 2024 -2025 (2024 - 2025 Academic Year)' and a dropdown menu for 'Apply/Applied With' with the option '-- Select --' highlighted by a red circle. There is also a 'Create a new application package' link and an 'Apply' button.

Step 10 – After applying, you can return to the main Ignite dashboard through the side menu. Using this dashboard, you can keep track of current opportunities and active applications.

The screenshot shows the 'My Experience' and 'My Opportunities' dashboard. The dashboard is divided into two main sections: 'My Experience' and 'My Opportunities'. 'My Experience' shows 1 Current Experiences, 0 Past Experiences, 0 Pending Experiences, and 0 Inactive Experiences. 'My Opportunities' shows 2 Available Opportunities, 0 Applied, 1 Interested, 1 Previously Viewed, and 0 Expiring Today. A sidebar on the right shows 'All To Do - 1' with a task for 'IGNITE - 2024 -2025 Work Study'.