## VII. How to Approve Your Work Authorization

- You will receive an email
   notification instructing you to
   log in to Self Service to approve
   your Work Authorization Form.
- 2. Log-in to Self-Service by going to the Tools tab in the SAIC Homepage.

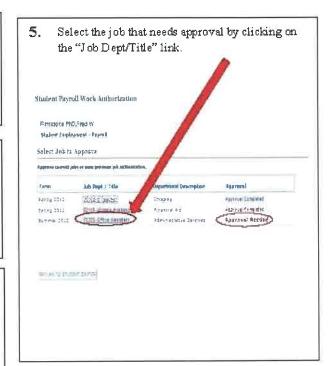


 On the Student Homepage select "Other Services Module".



4 Review your Work Authorization.





- Read and agree to the Student Agreement and Certification.
- 7. Click "Submit".
- 8. To Print a Work Authorization after you have submitted your approval, click on the "Job Dept/Title" link (same as in Step 4) and at the bottom of the page click "Print Work Authorization"

Questions? Need Assistance?
Student Payroll

Sullivan Center 36 S Wabash, Suite 1200 312,629,6609 studentpayroll@saic.edu