



State Grant and Special Programs
1200 North Seventh Street, Harrisburg, PA 17102-1444

ATTENTION EMPLOYERS
PHEAA SYSTEM EMPLOYER INTERNET ACCESS FORM

PHEAA is pleased to announce that employers who have personal computers (PC's) with Internet capability will be able to access the Work-Study system via the PHEAA Website.

HERE ARE SOME OF THE ADVANTAGES:

- Ability to enter State Work-Study student applications into the Work-Study system. Employers will be able to view a student's eligibility status immediately upon completion of data entry.
- Ability to view both State Work-Study and Community Service (if a PHEAA Placement Employer) student applications which have been entered into the system by PHEAA, schools, or employers. No need to telephone PHEAA regarding status, employers can view the student's eligibility status on-line before receiving the official approval document.
- Ability to update your own employer data such as changes to address, phone number, coordinators, as well as the types and numbers of State Work-Study and Community Service jobs that are available for PHEAA Work-Study students.
- Ability to data enter State Work-Study student earnings into the system for approved students so that you do not have to complete and mail earnings report forms to PHEAA.
- Ability to view your disbursement information and other statistical data that pertains to your organization.

BROWSER REQUIREMENTS

(Any of the following browsers are acceptable)

- Netscape Communicator Version 4.7 or higher (Note: Netscape Communicator Version 6.0 is not supported at this time)
- Internet Explorer Version 5.0 or higher

If your organization is interested in being able to access the PHEAA Work-Study system, please complete the information on the reverse side and return it to PHEAA. Upon receipt of this information, PHEAA will provide you with a Remote Access Services Agreement for Internet Access. After your completed agreement is approved by PHEAA, a user manual explaining the system as well as a unique user identification code and password will be sent to you.

(Over)

EMPLOYER REQUEST FOR ACCESS TO THE PHEAA WORK-STUDY SYSTEM VIA INTERNET

This organization is requesting access to the PHEAA Work-Study system via the Internet. Please send the required Remote Access Services Agreement.

Employer Name _____

Employer Address _____

Employer PHEAA Code - include suffix if applicable. (If employer is a nonschool employer, provide Employer Identification Number/Tax Identification Number; if employer is a postsecondary institution, provide Office of Education code.) _____

Name and Telephone Number of person to contact regarding information provided on this request:

Name (please print) _____ **Telephone Number (_____)** _____

What browser does your organization use to access the Internet? _____

(The acceptable browsers are Netscape Communicator Version 4.7 or higher OR Internet Explorer Version 5.0 or higher. Note: Netscape Communicator Version 6.0 is not supported at this time.)

Your staff can be granted two types of access for the system: "View and Update" access allows individuals to create or add student records as well as viewing and updating existing student and employer records to include entering student earnings. "View Only" access allows individuals to view existing records, but no capability to make any updates. Please print the names of the individuals you wish to have access to the PHEAA Work-Study system and circle the type of access requested. If you need additional space, please identify them on a separate sheet of paper and attach it to this request; be certain to include your organization name on any attached sheet.

NAME(S) OF STAFF YOU ARE AUTHORIZING	TYPE OF ACCESS REQUESTED (Circle One)	
_____	View & Update	View Only
_____	View & Update	View Only
_____	View & Update	View Only
_____	View & Update	View Only

This organization understands that a Remote Access Services Agreement must be executed with PHEAA before access is granted.

Employer Official Signature _____ **Date** _____

RETURN TO: Pennsylvania Higher Education Assistance Agency
State Grant and Special Programs
1200 North 7th Street
Harrisburg, PA 17102