amazon | career choice

School Portal: Colleges

www.amazoncareerchoice.com/schools

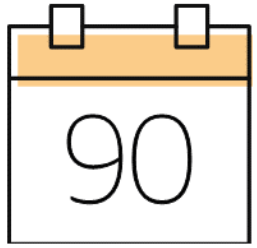
Introduction to Career Choice

We believe that everyone who comes to Amazon should be able to build their career, and we are ready to support you wherever you are on your educational journey!

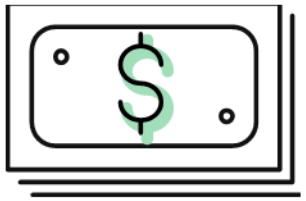
Career Choice is an education benefit that empowers eligible employees to learn new skills for career success at Amazon or elsewhere.

amazon | career choice

What are the benefits of Career Choice?



Fast Starts
Hourly blue badge employees full-time and part-time are eligible to participate 90 days after starting at Amazon.



Fully pre-paid tuition
Pre-pay 100% tuition and reimbursement of fees. Up to $5,250 annually (part time $2,625)

Limitless Learning
Career Choice benefit with no lifetime limit!

Career success at Amazon or Elsewhere
Both internal and external job placement opportunities!

amazon | career choice

amazon | career choice

School Portal Overview: College Vertical

www.amazoncareerchoice.com/schools

What is the school portal?

What is the school portal?

We are committed to delivering positive student outcomes through Career Choice, including course and program completion. Therefore, we expect our educational partners to provide student progression data. The school portal is a secure platform that allows Career Choice partners to update records of Career Choice participants. We specifically ask school to verify whether students earned credits, completed their program and earned a credential, and (if known) obtained a job as a result of their education.

Why do we measure outcomes?

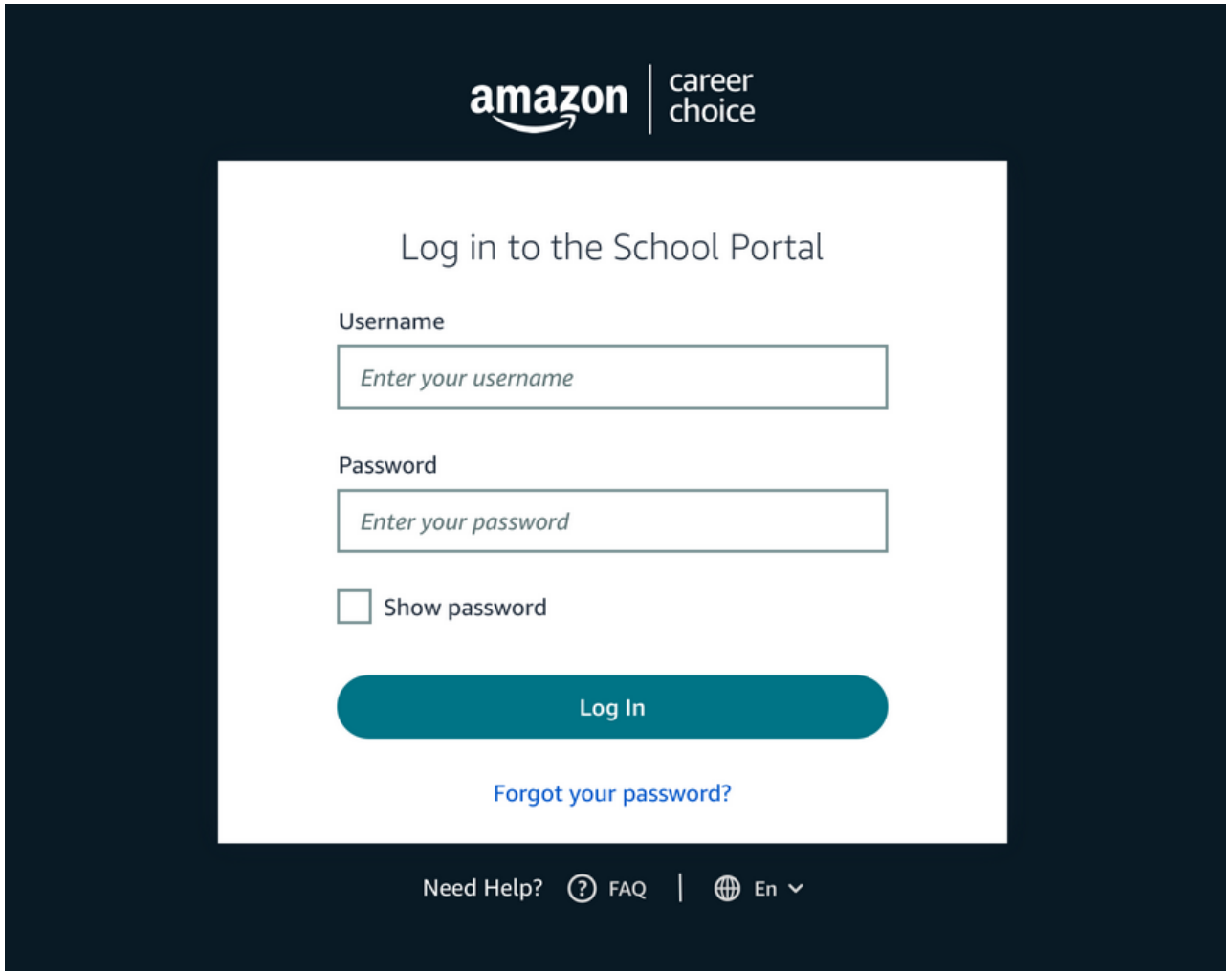
Credits earned, completion and job placement metrics help us measure success in relation to our program goals. We expect our education partners to comply with data sharing requests in a timely manner.

URL: www.amazoncareerchoice.com/schools

amazon | career choice

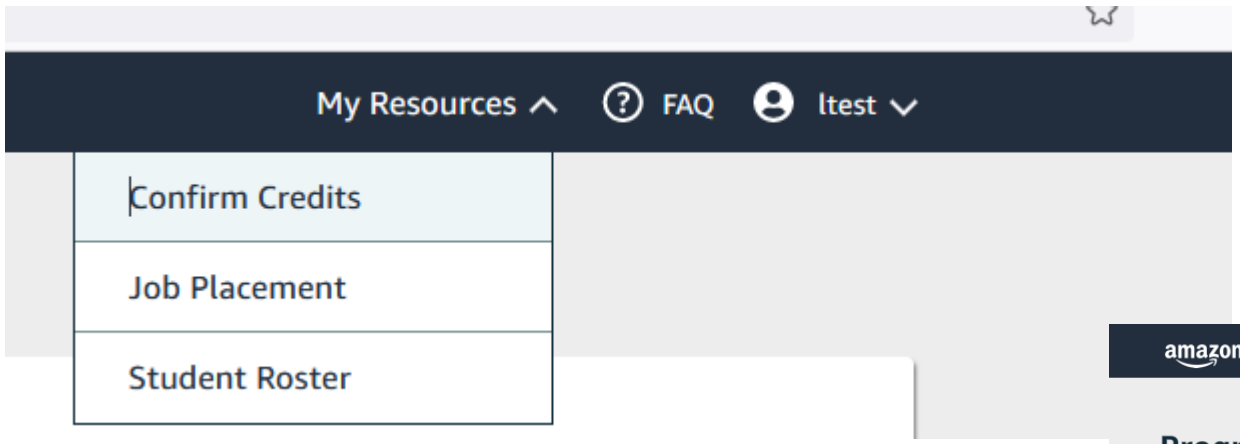
Logging into the Portal

www.amazoncareerchoice.com/schools



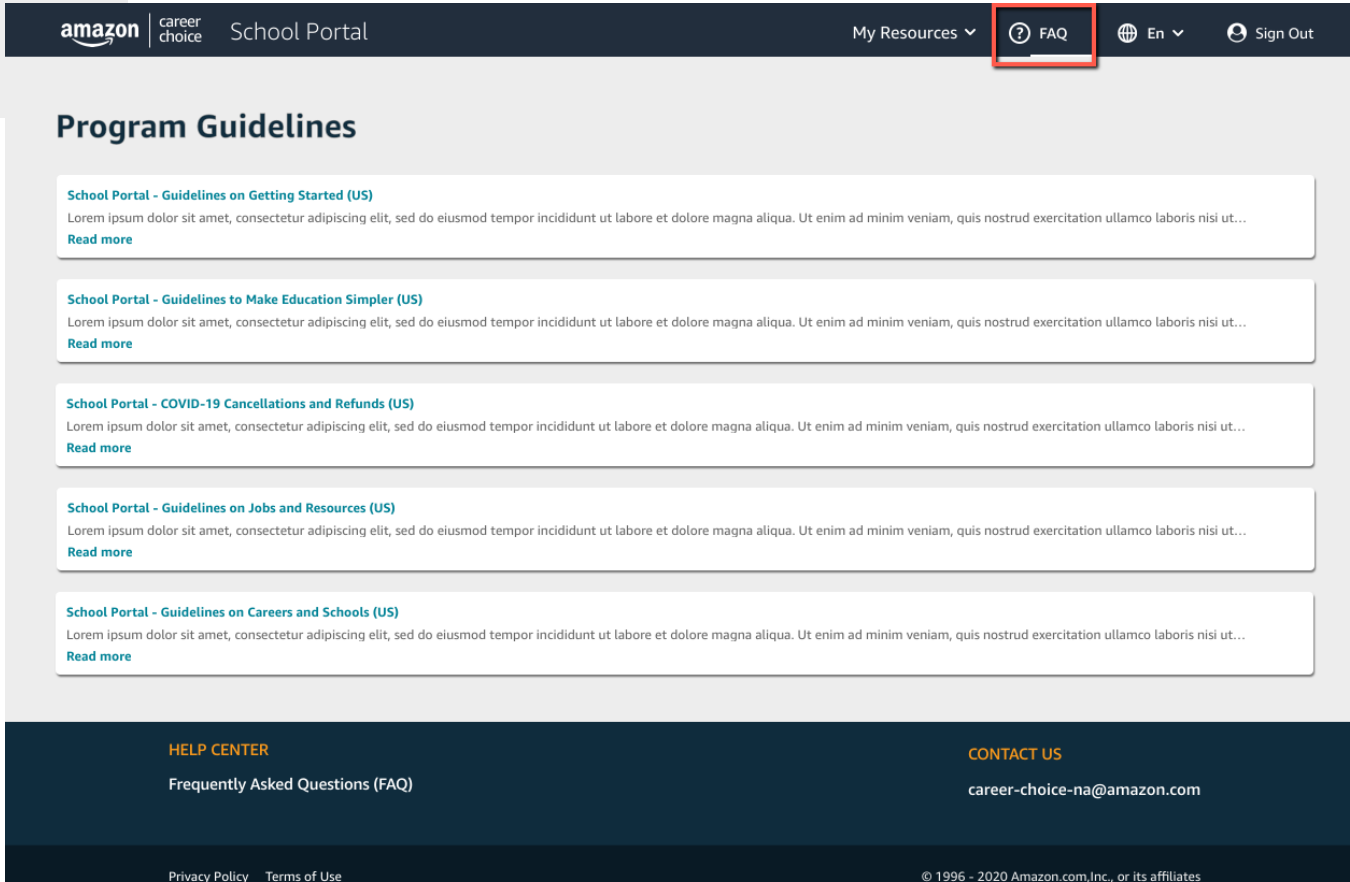
amazon career choice

Top Navigation Bar



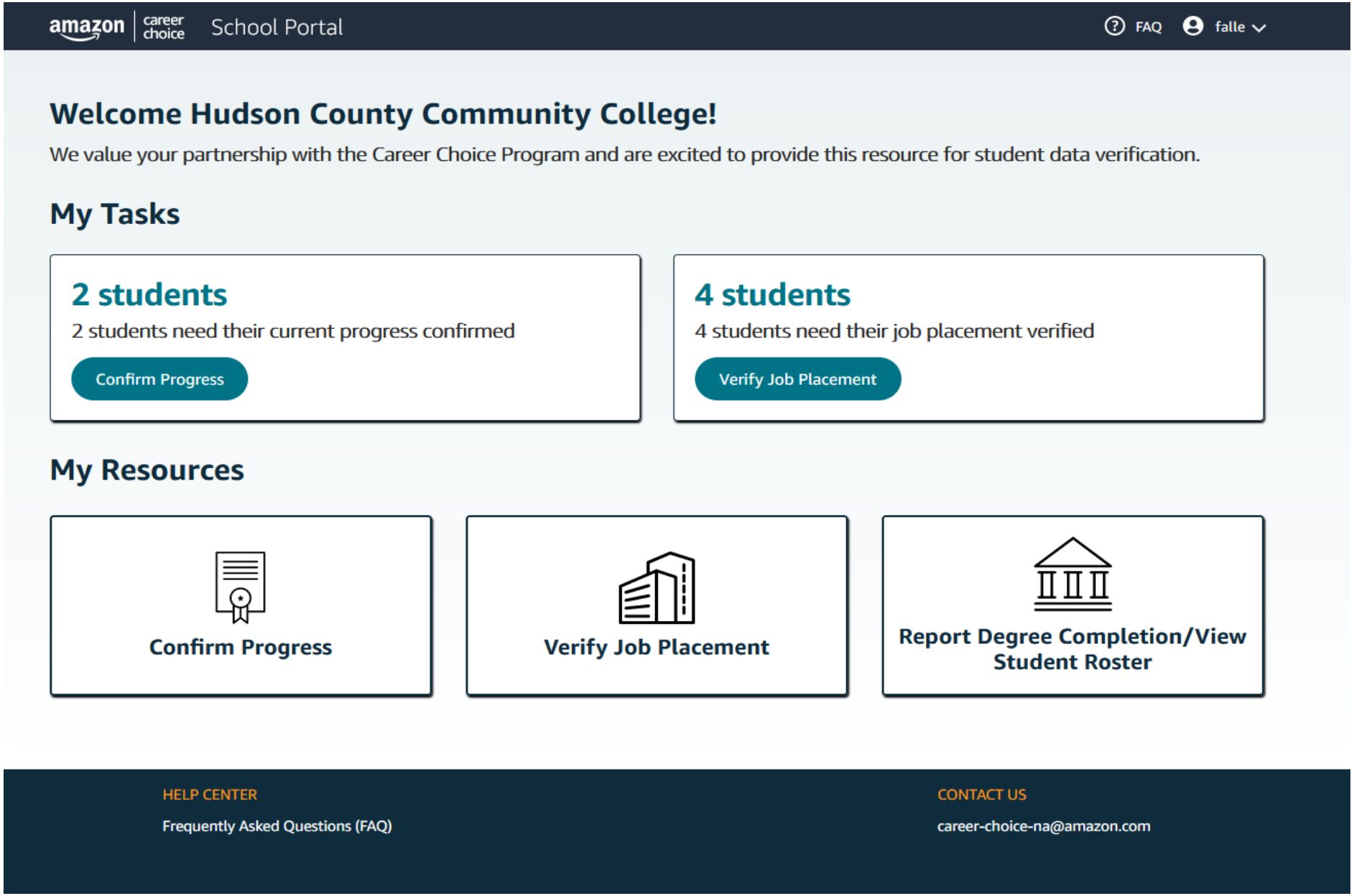
The Navigation Bar allows for quick access to tasks and general Program Guidelines.

You can also change the language and log out of the account.



amazon | career choice

Homepage

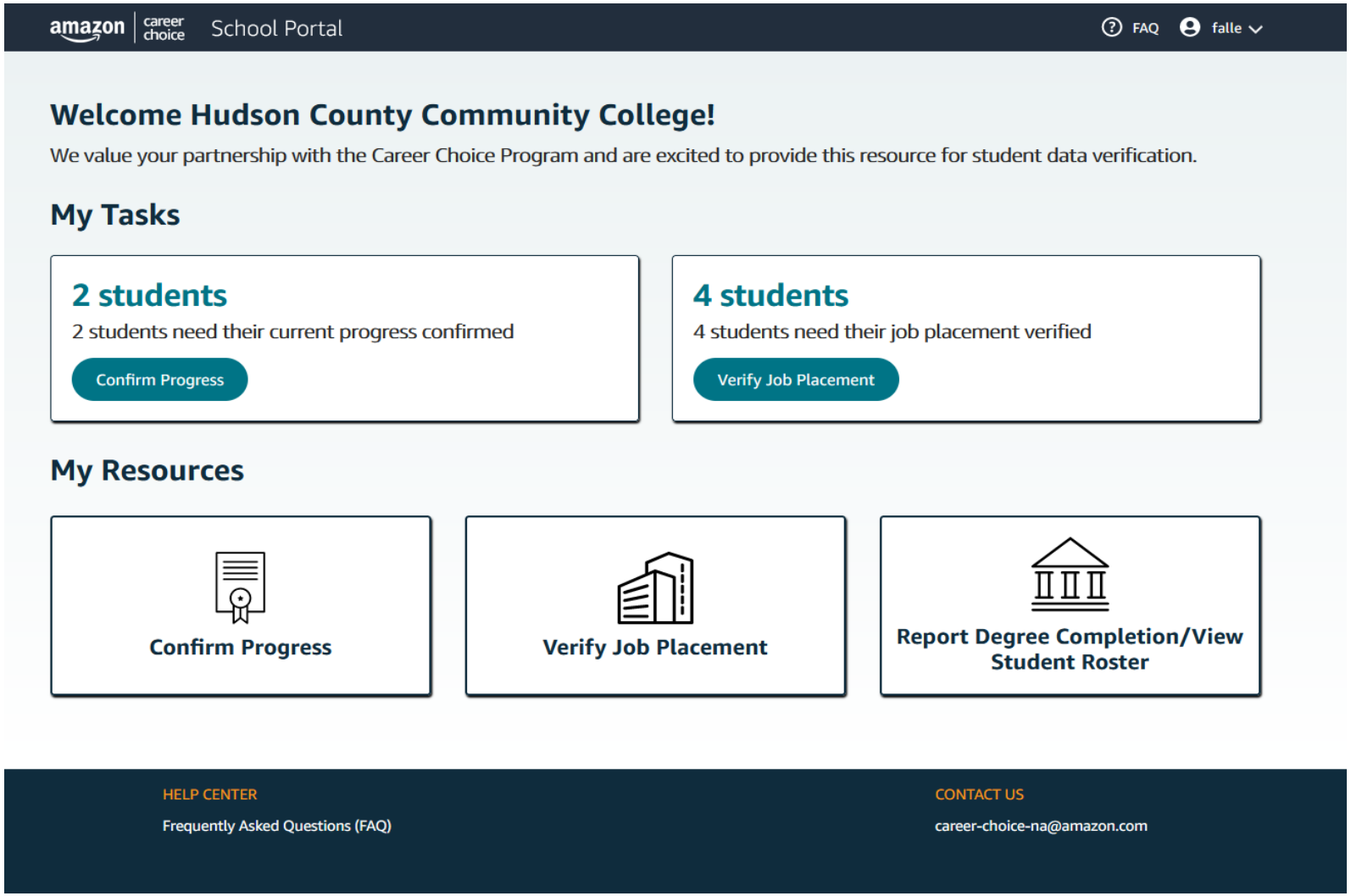


amazon | career choice

Homepage

Through the homepage you can select the following actions:

- Confirm Progress
- Report Degree Completion
- View Student Roster
- Verify Job Placement



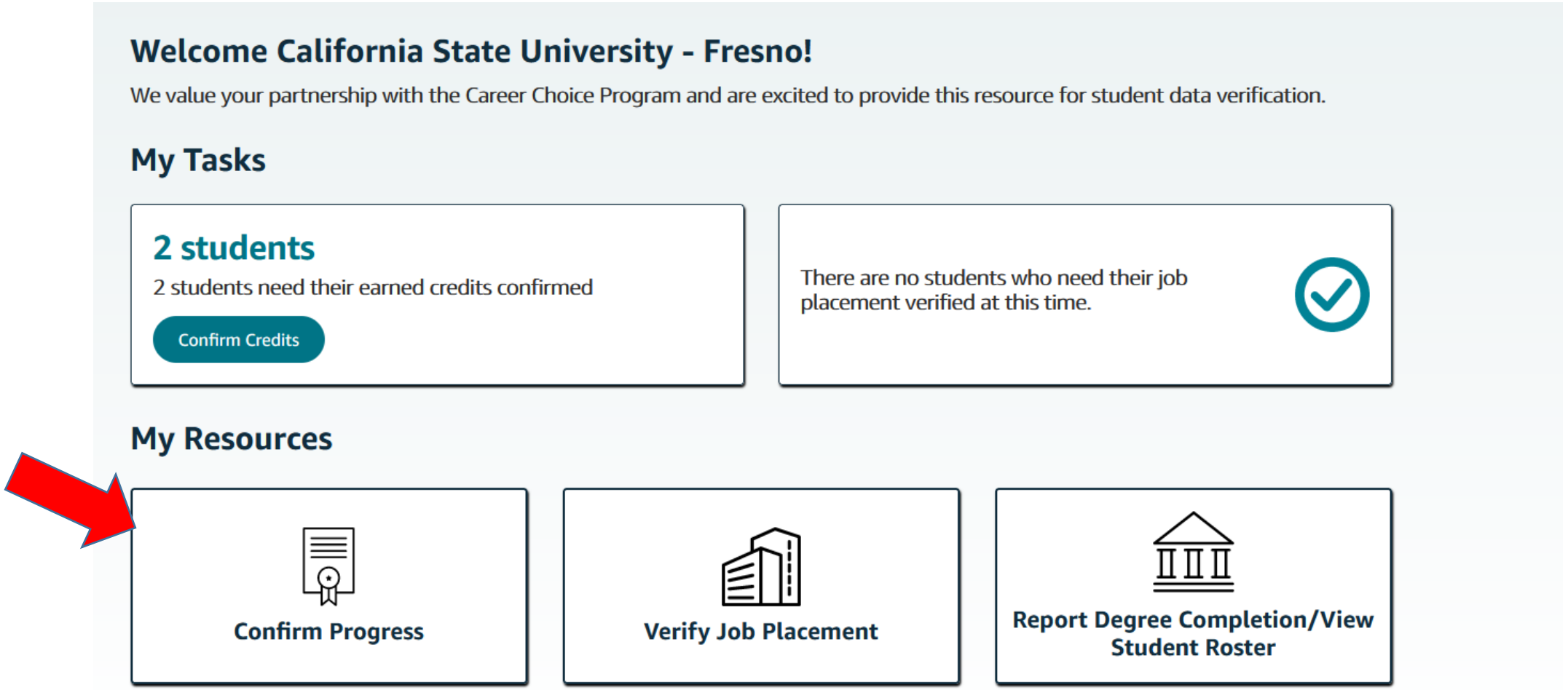
amazon | career choice

amazon | career choice

Confirm Progress

www.amazoncareerchoice.com/schools

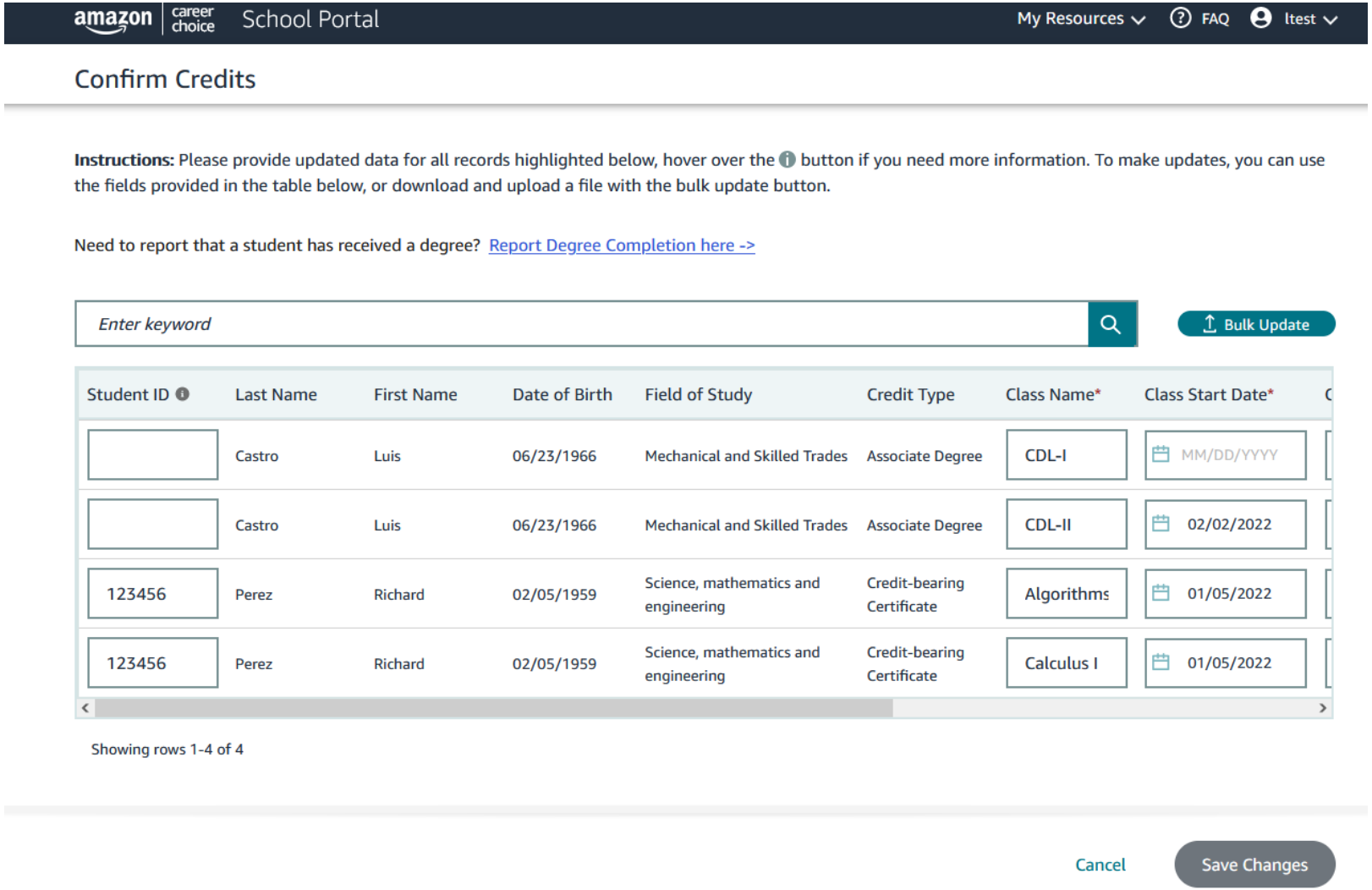
Confirm Progress



amazon | career choice

Confirm Credits

Once a course is completed, please verify the number of credits achieved per course.



amazon career choice

Confirm Credits

Career Choice will auto populate the following information:

- Last Name
- First Name
- Date of Birth
- Field of Study
- Credit Type

Student ID	Last Name	First Name	Date of Birth	Field of Study	Credit Type
	Castro	Luis	06/23/1966	Mechanical and Skilled Trades	Associate Degree
	Castro	Luis	06/23/1966	Mechanical and Skilled Trades	Associate Degree
123456	Perez	Richard	02/05/1959	Science, mathematics and engineering	Credit-bearing Certificate
123456	Perez	Richard	02/05/1959	Science, mathematics and engineering	Credit-bearing Certificate

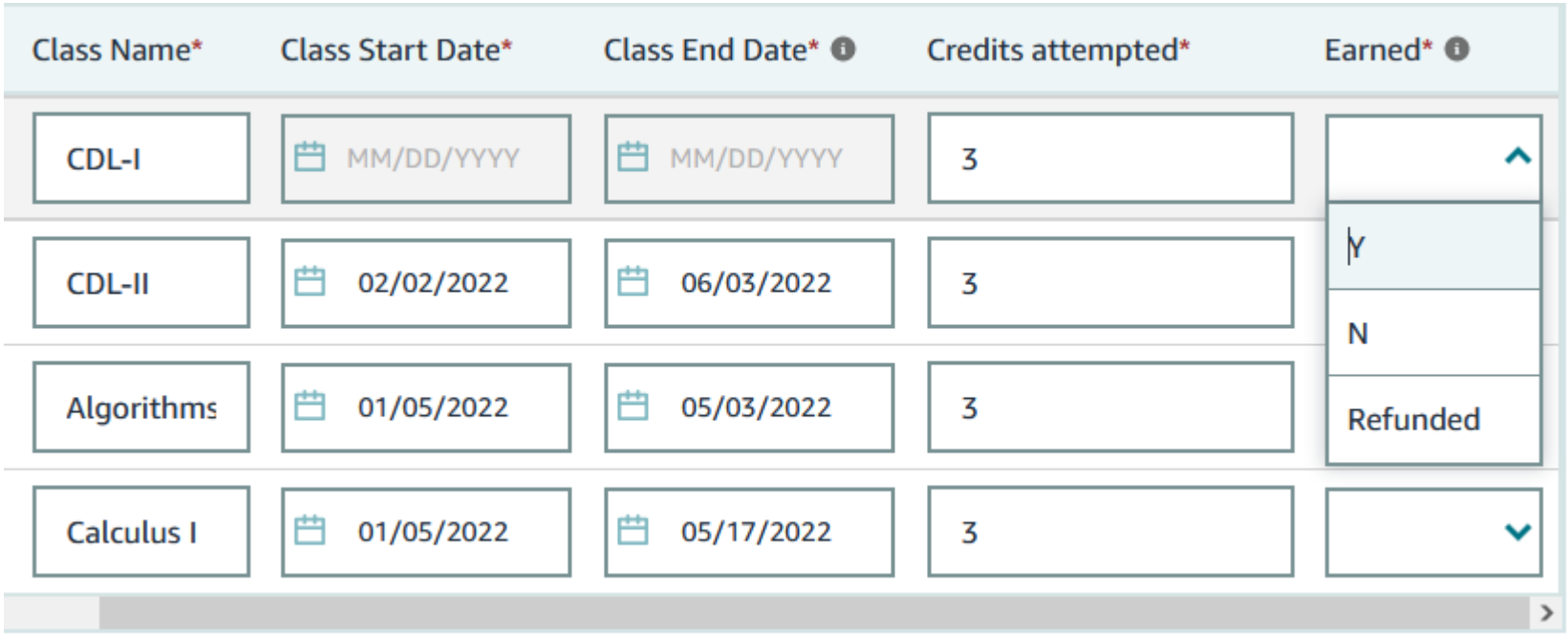
- Please note that these categories cannot be edited and reflect information from the voucher.

amazon | career choice

Confirm Credits

Please complete the following information for each student record:

- Class Name
- Class Start Date
- Class End Date
- Credits attempted
- Credits Earned



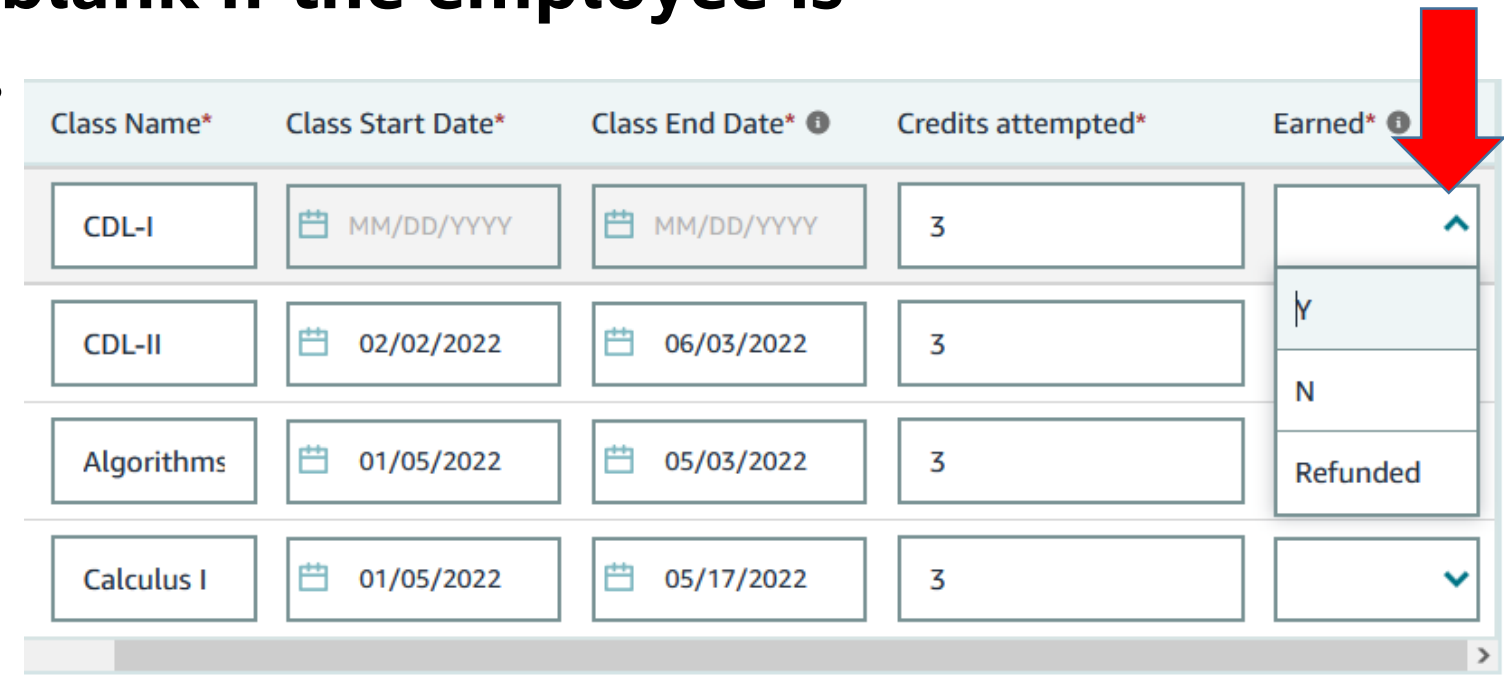
Class Name will be auto populated by our transcription software from the voucher. This may be incorrect in spelling. This does not need to be corrected as long as the information is close.

amazon career choice

Confirm Credits: Credits Earned

How to define “Earned”:

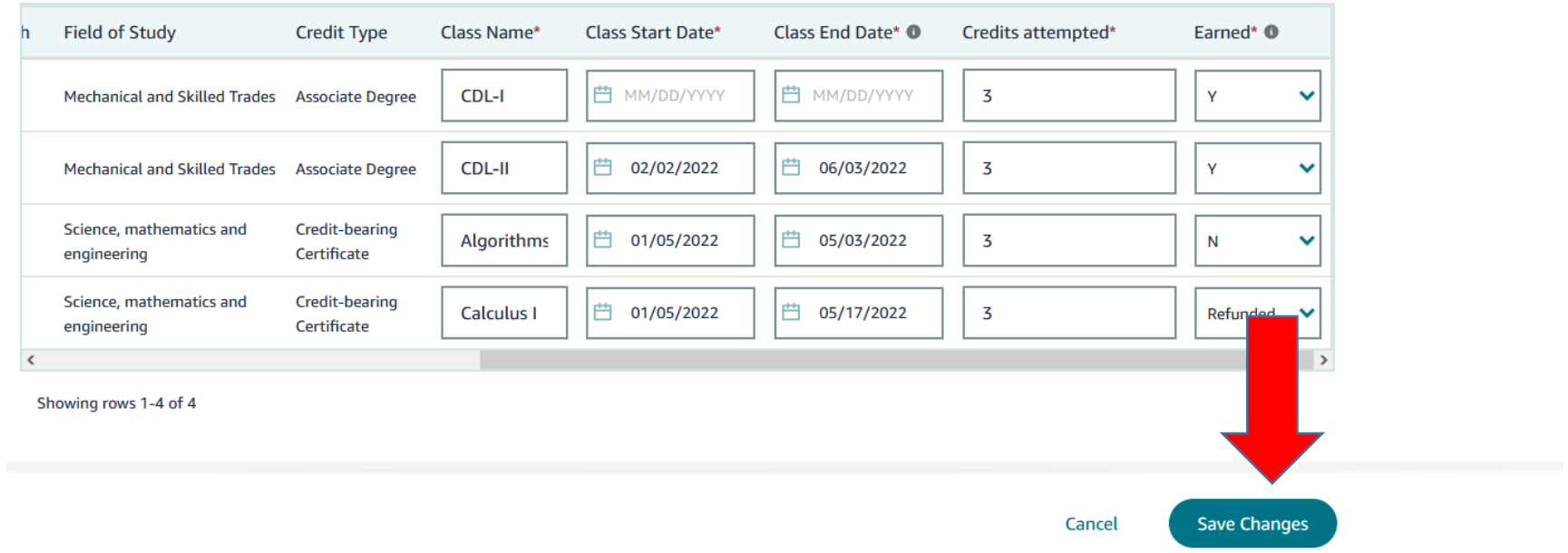
- Y- the credits attempted for that class were achieved
- N- the credits attempted for that class were not achieved
- Refunded- the student was refunded for that course
- **Please leave this record blank if the employee is still enrolled the course.**



amazon | career choice

Confirm Credits: Save Changes

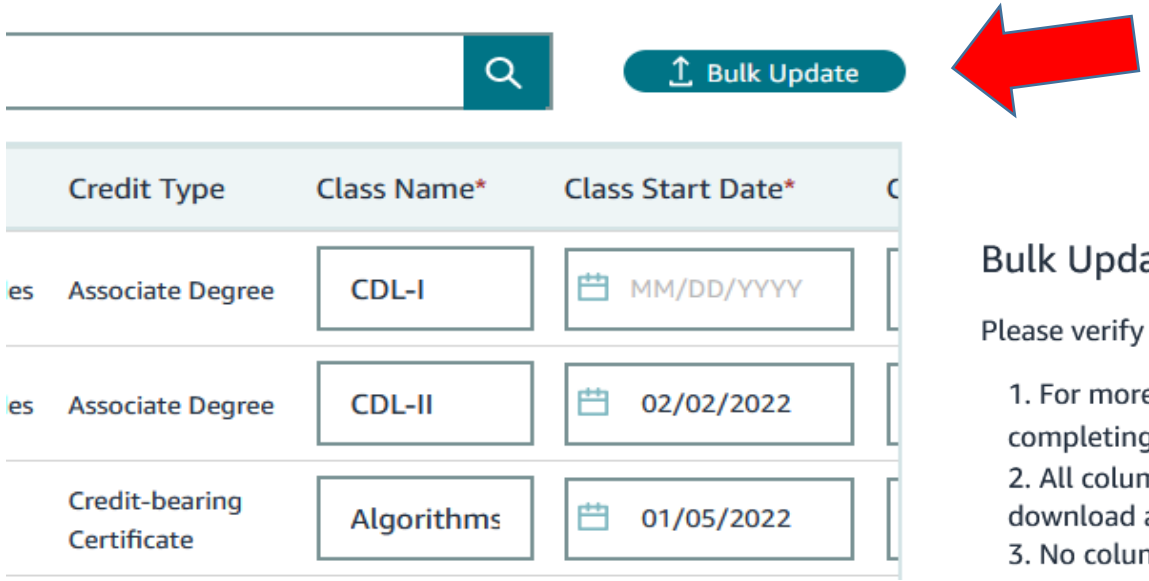
Please make sure to select "**Save Changes**" after updating each page. If you continue to another page without selecting "**Save Changes**", your data will not be saved.

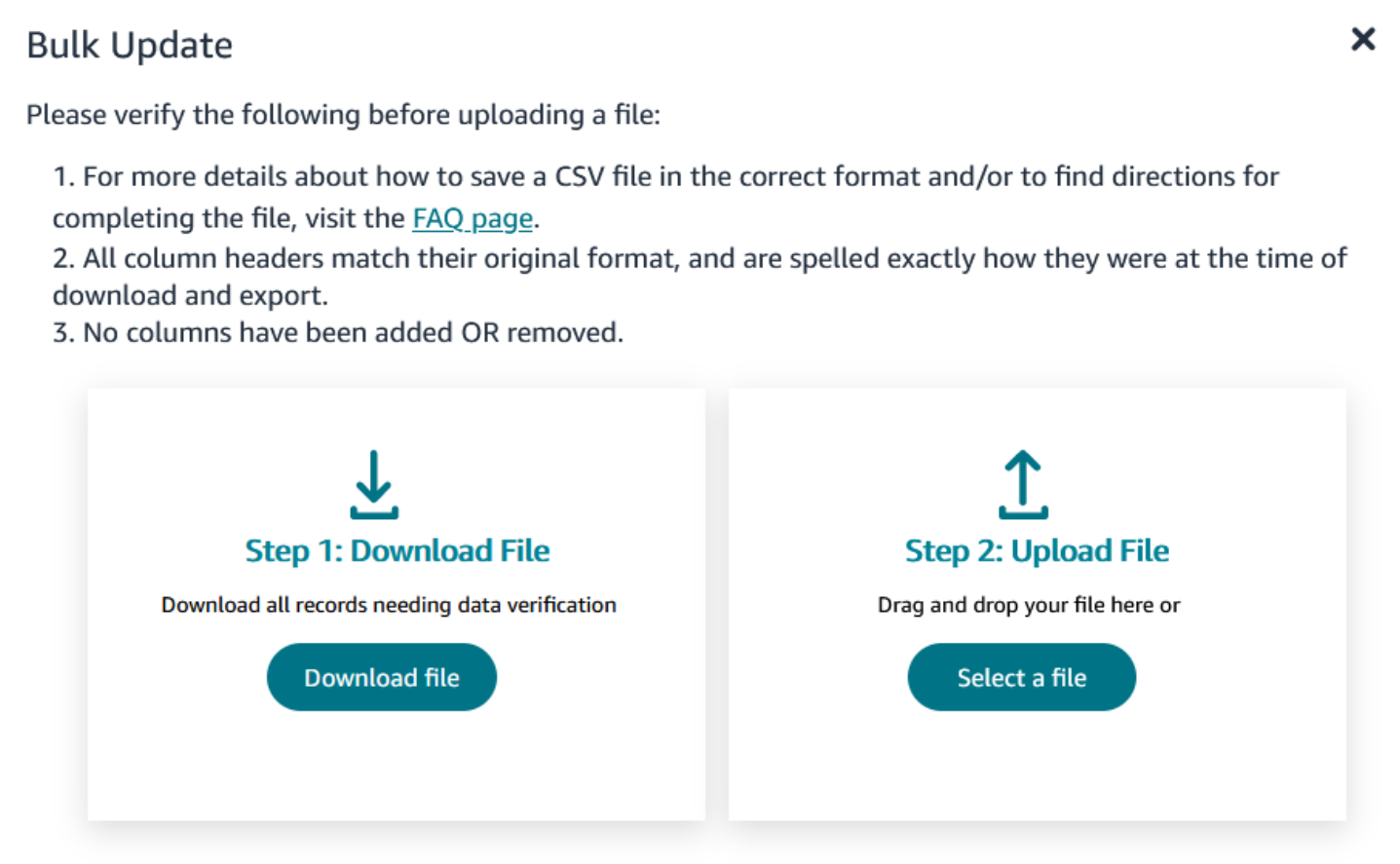


amazon | career choice

Confirm Credits: Bulk Update

You are able to provide updates in bulk using “Bulk Update”.

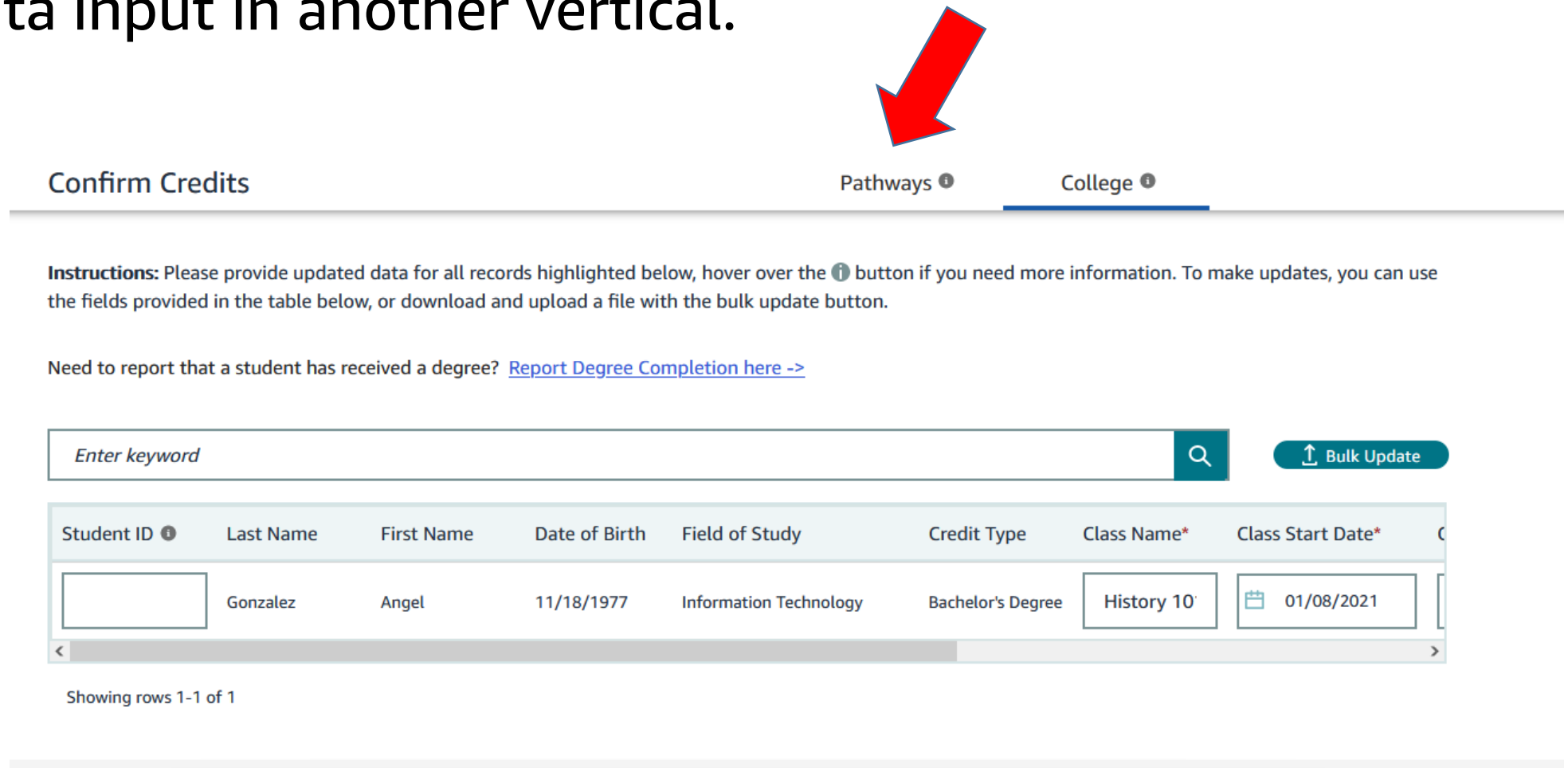




amazon | career choice

Confirm Credits: Multiple Verticals

If your school is in multiple verticals you will see a separate tab for data input in another vertical.



amazon career choice

amazon | career choice

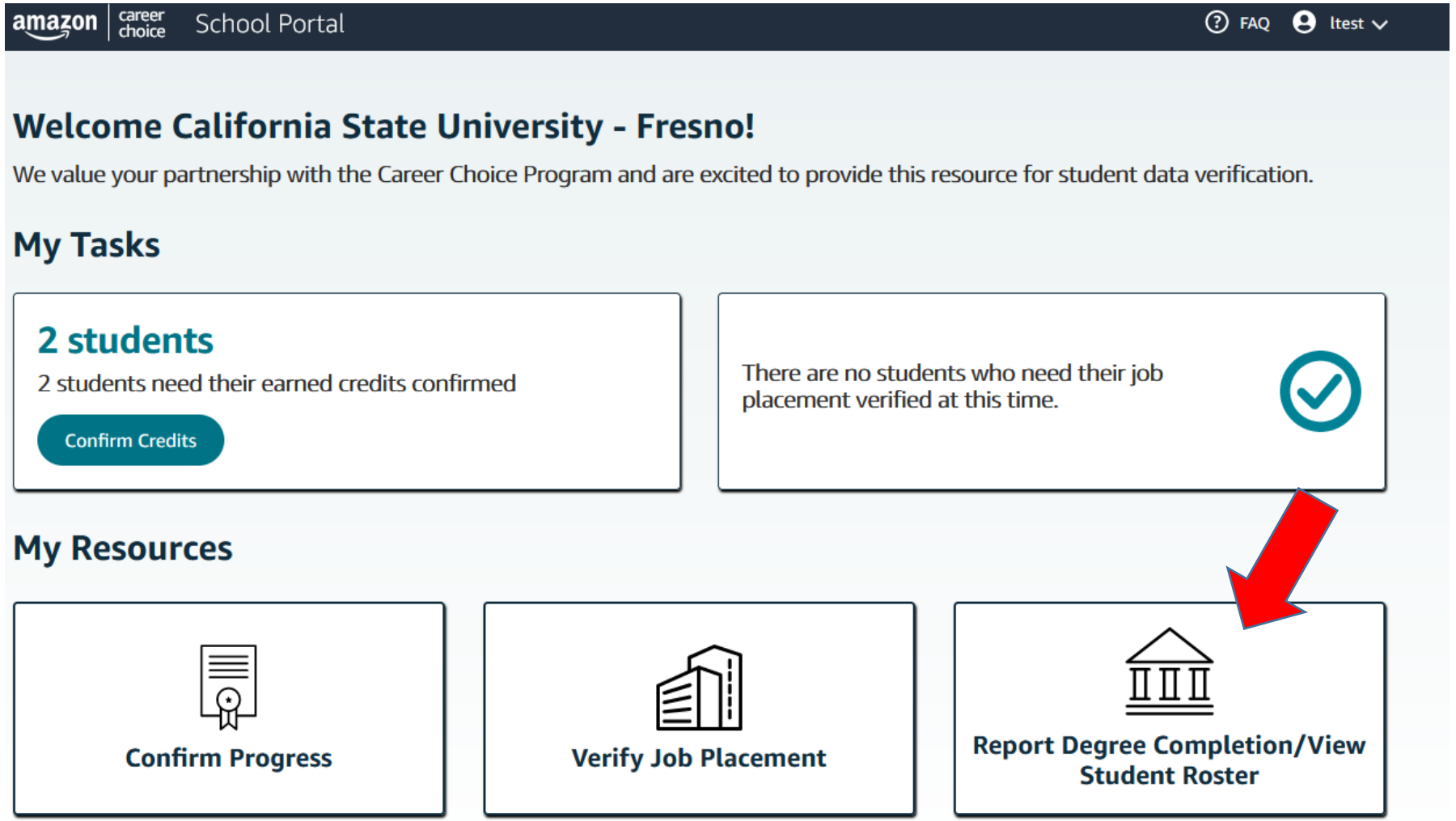
Degree Completion/View Student Roster

www.amazoncareerchoice.com/schools

Degree Completion/View Student Roster

Through this tab you will be able to:

- Verify a completed degree
- Download your complete Career Choice roster

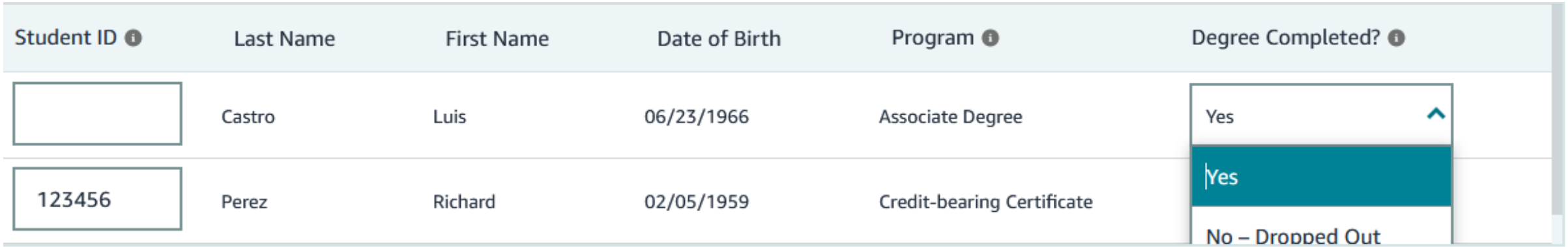


amazon career choice

Degree Completion

- Associates will appear on the Degree Completion tab. This will need to be updated if they graduate or drop out. Otherwise, leave the records blank.

- The following will be populated: Last Name, First Name, Date of Birth, and Program. These fields cannot be edited.

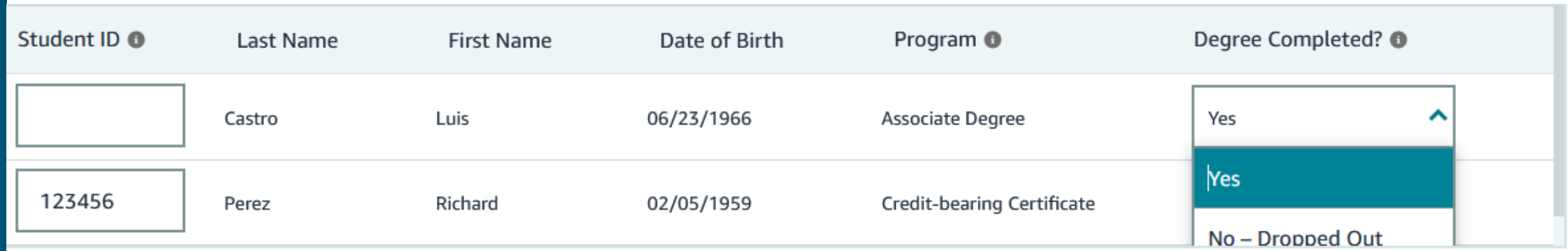


Degree Completion

- Please update the Degree Completed field by selecting "**Yes**" or "**No-Dropped Out**".

- Students are considered a drop out if they have not enrolled in your school within the last 12 months or they have indicated that they dropped out of the program.

- If the student is still enrolled, please leave this record empty



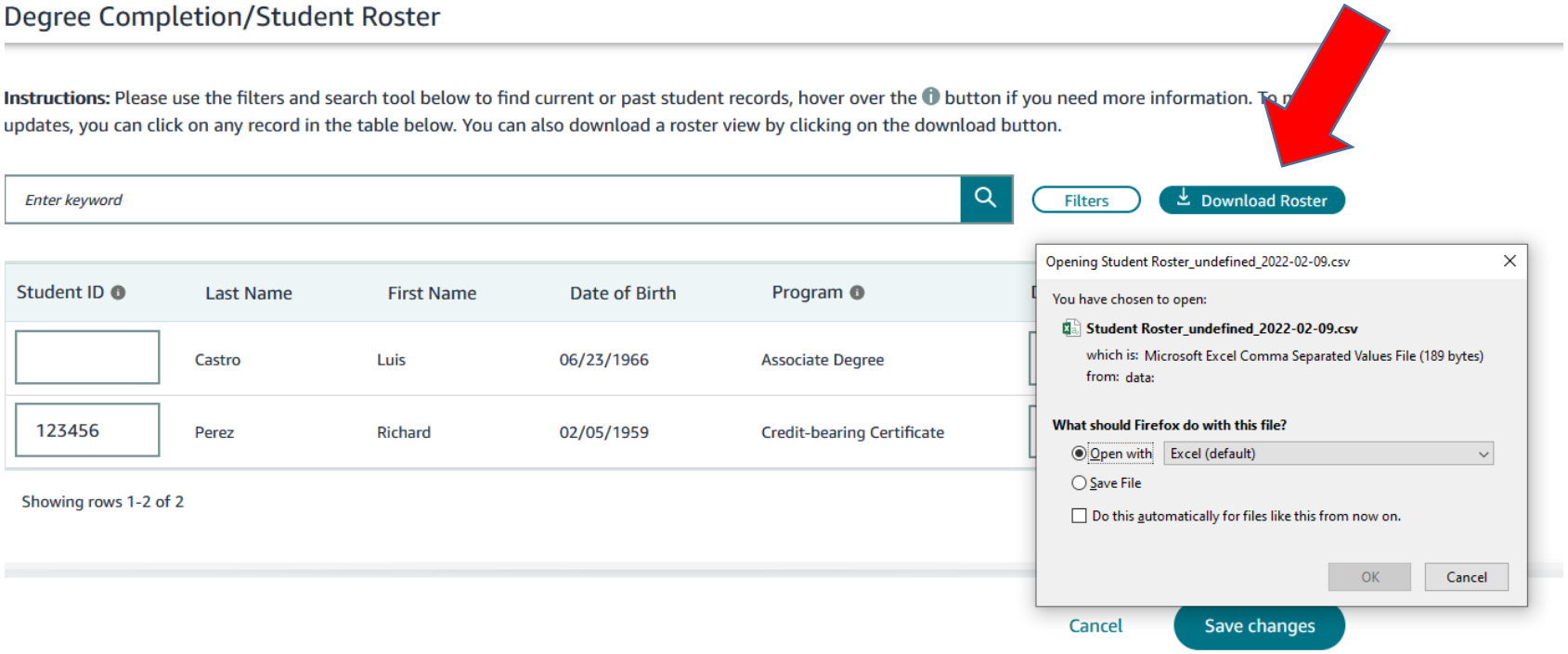
Student Roster

The **Student Roster** shows:

- A list of all students that have had paid vouchers with your school
- All verified completion and type of program

You can use this list to:

- Confirm if a student has successfully enrolled in Career Choice
- Filter all-time data by date or program type.



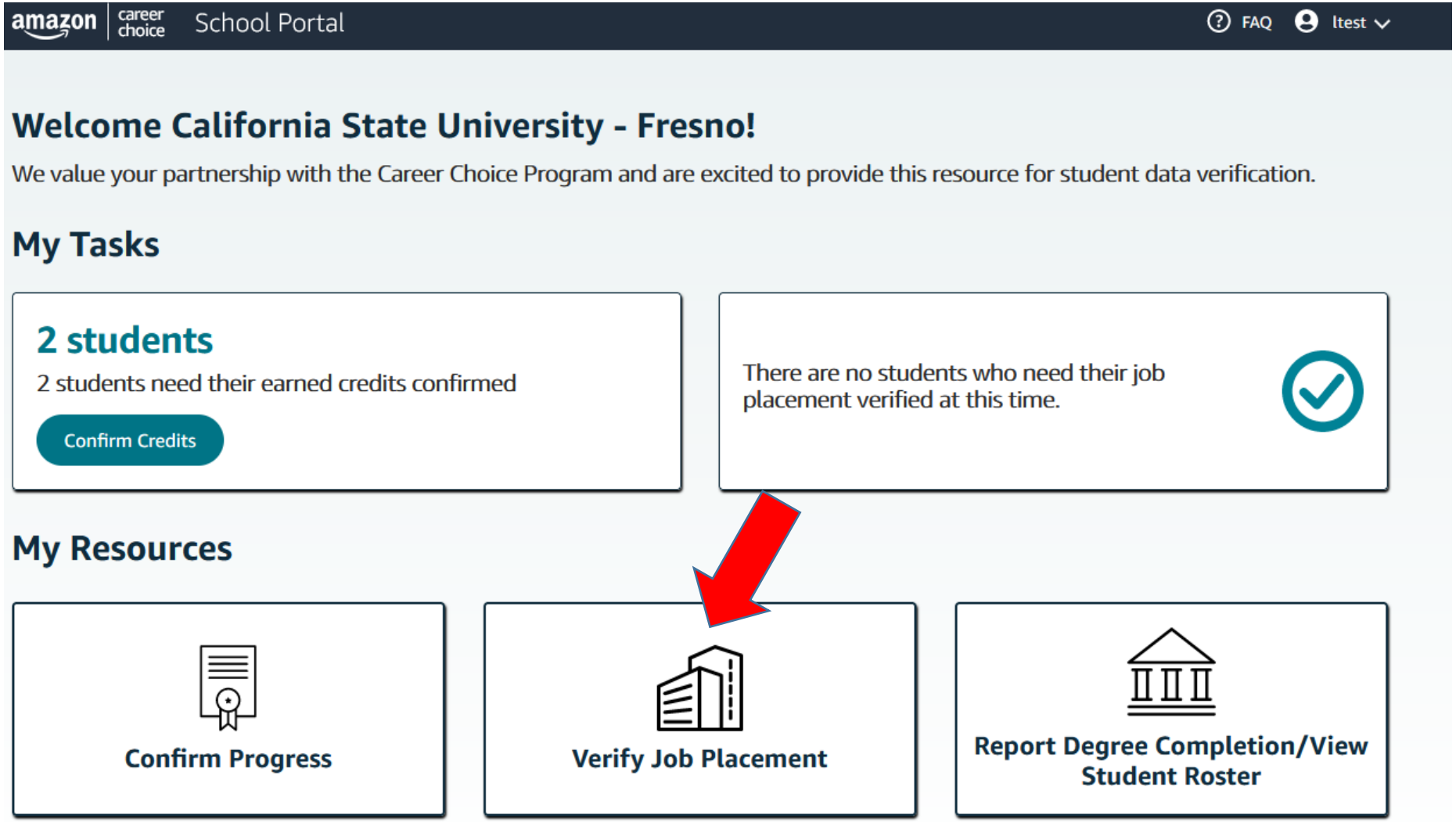
amazon | career choice

amazon | career choice

Verify Job Placement

www.amazoncareerchoice.com/schools

Verify Job Placement

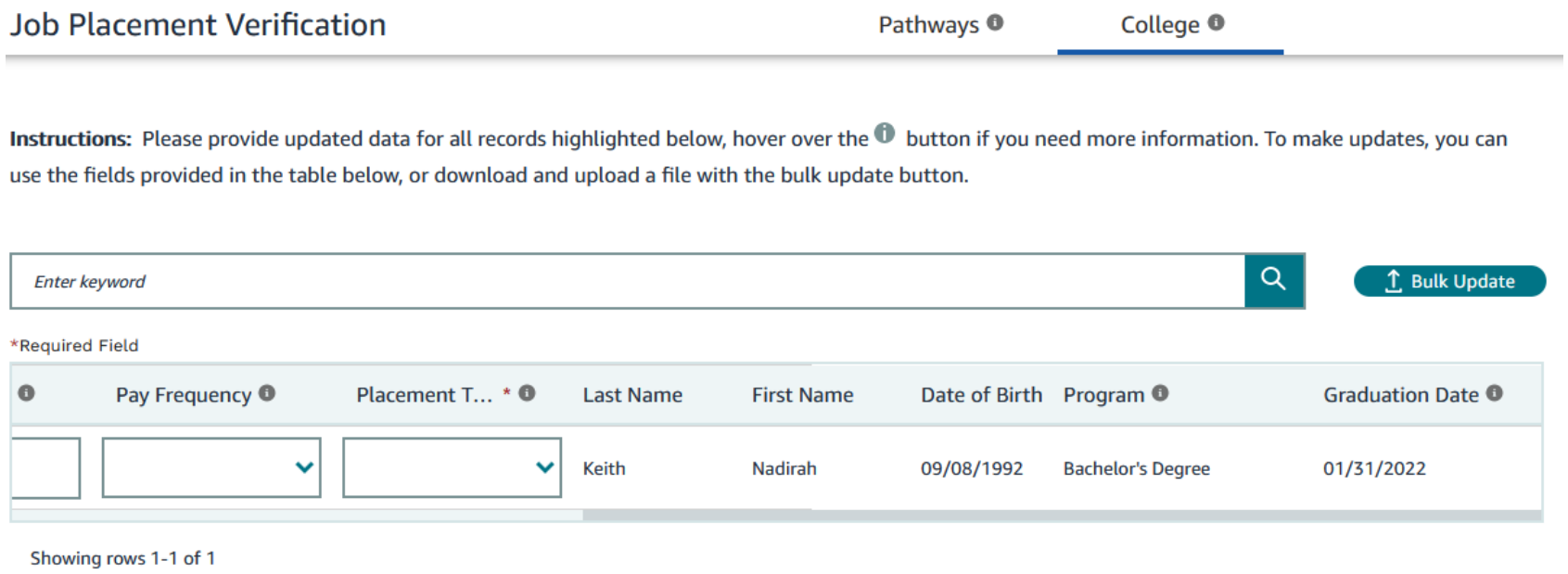


amazon career choice

Verify Job Placement

Career Choice will auto populate the following information:

- Last Name
- First Name
- Date of Birth
- Program
- Graduation Date



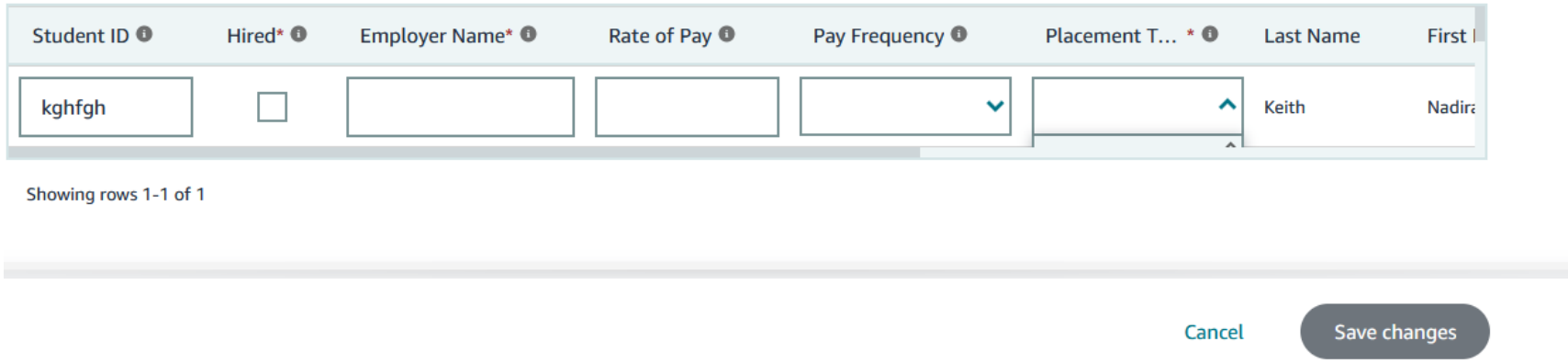
- Please note that these categories cannot be edited

amazon | career choice

Verify Job Placement

Please complete the following information for each student record:

- Hired
- Employer Name
- Rate of Pay
- Frequency of Pay
- Credits Earned
- Placement Type

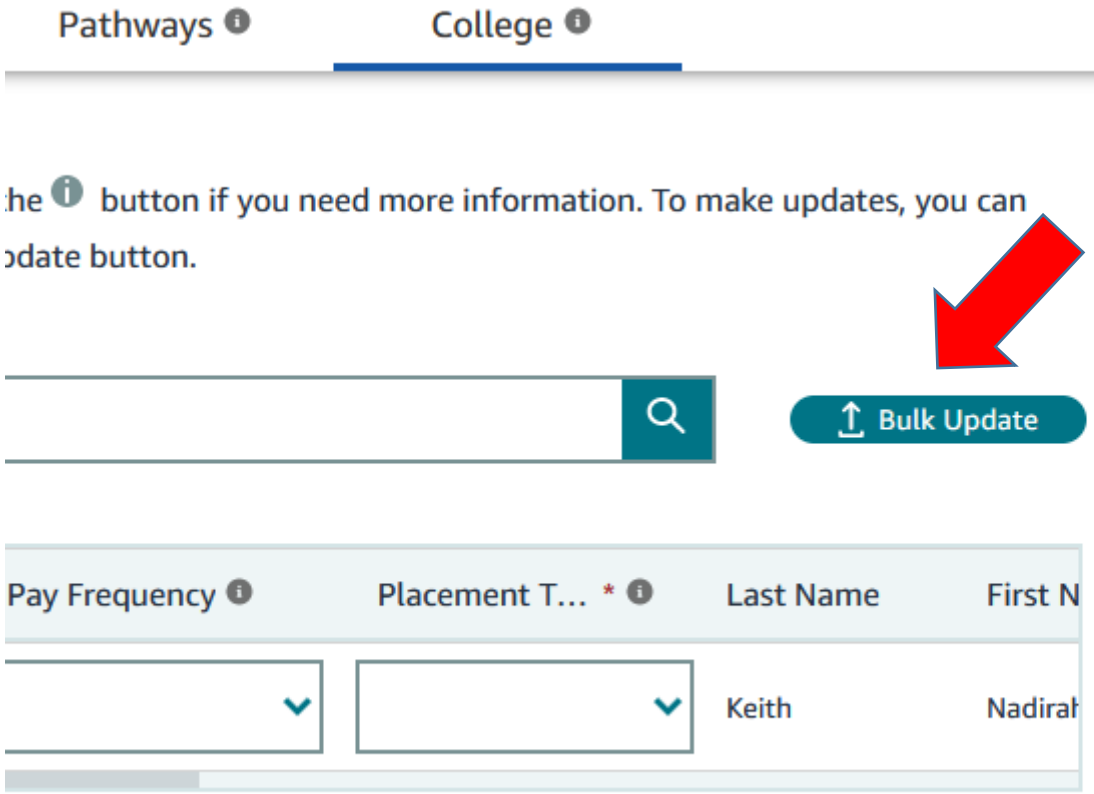


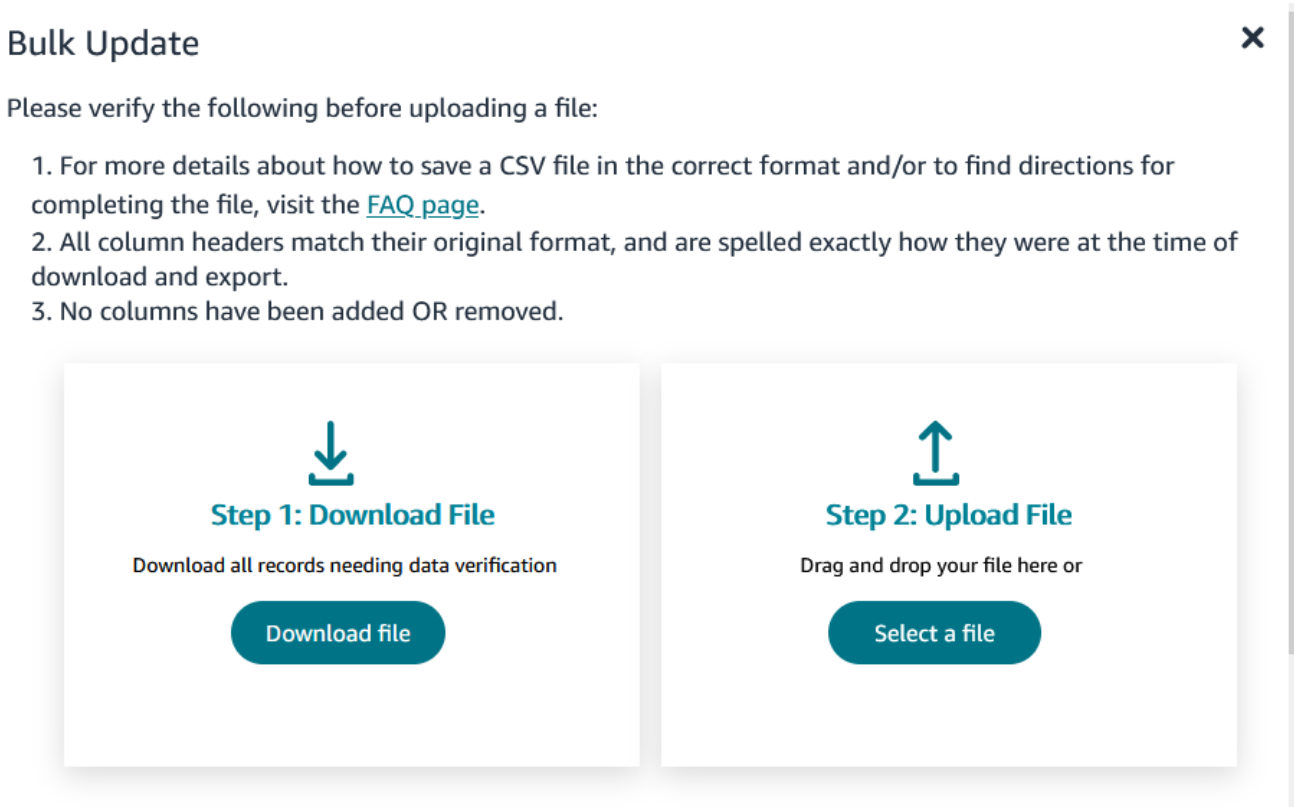
We recognize that job placement verification is, at times, difficult to obtain. This information is not mandatory for the College vertical, although appreciated. If you do not have this information, kindly leave the records blank.

amazon | career choice

Confirm Credits: Bulk Update

You are able to provide data in bulk using “Bulk Update”.

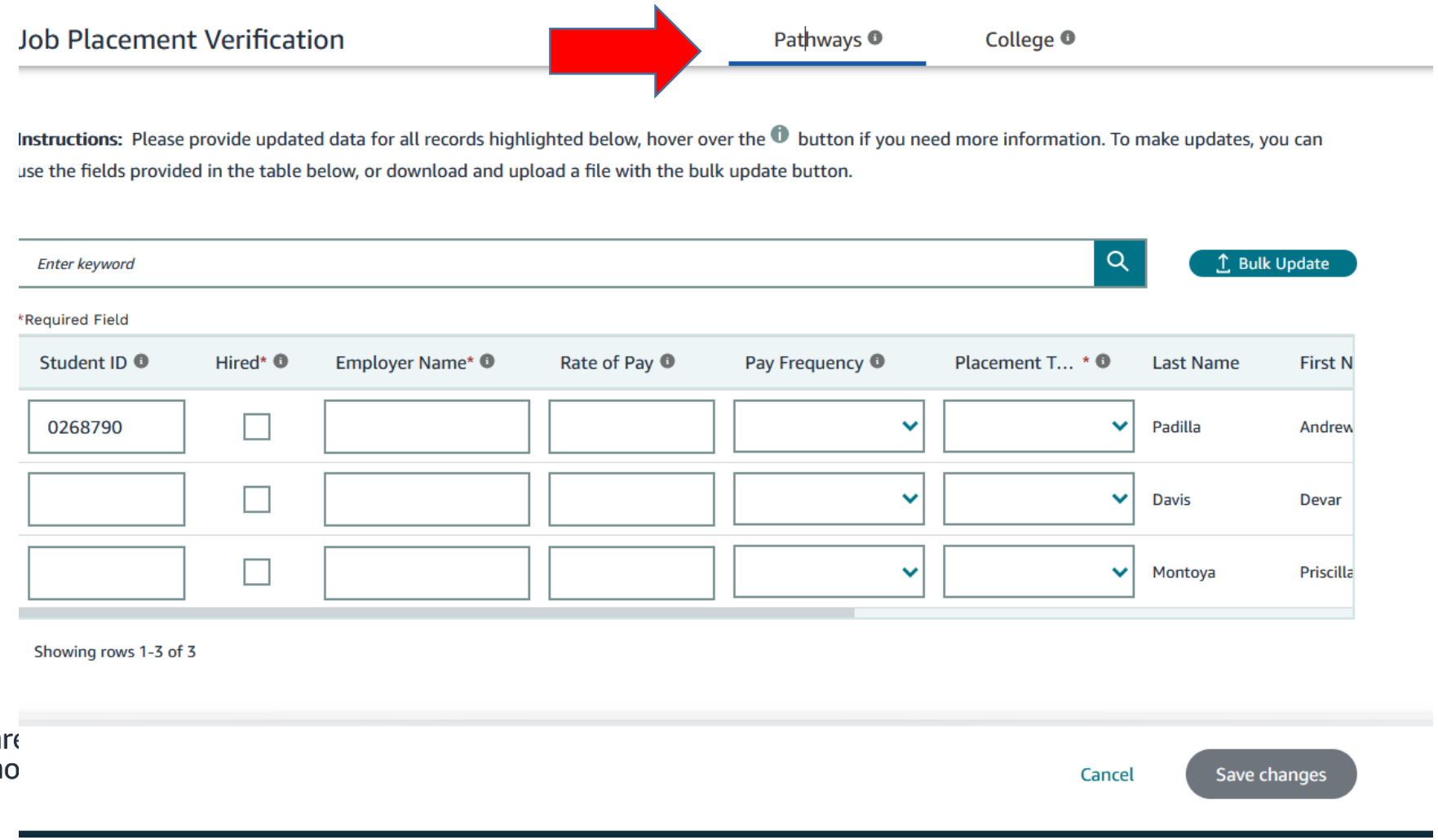




amazon | career choice

Verify Job Placement: Multiple Verticals

If your school is in multiple verticals you will see a separate tab for data input in another vertical.



amazon | care cho

amazon | career choice

Next Steps:

www.amazoncareerchoice.com/schools

School Portal: Next Steps

Keep logging in:
There are 3 email reminders each month sent automatically to remind you to login and provide information. The email will only be sent if there are records that need to be verified.

Please review the School Portal FAQs

Please send questions to: Career-Choice-NA@Amazon.com

Thank you for being a valued Career Choice education partner.

amazon | career choice

amazon | career choice

Thank you.

www.amazoncareerchoice.com/schools