



School Portal: Colleges

[www.amazoncareerchoice.com/schools](http://www.amazoncareerchoice.com/schools)

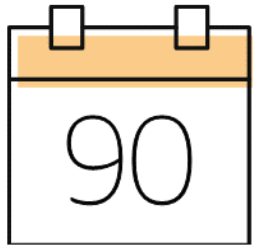
# Introduction to Career Choice

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.

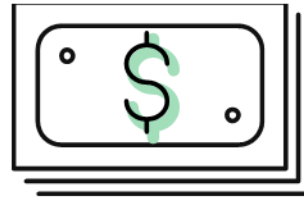


# What are the benefits of Career Choice?



## 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!



# School Portal Overview: College Vertical

[www.amazoncareerchoice.com/schools](http://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.

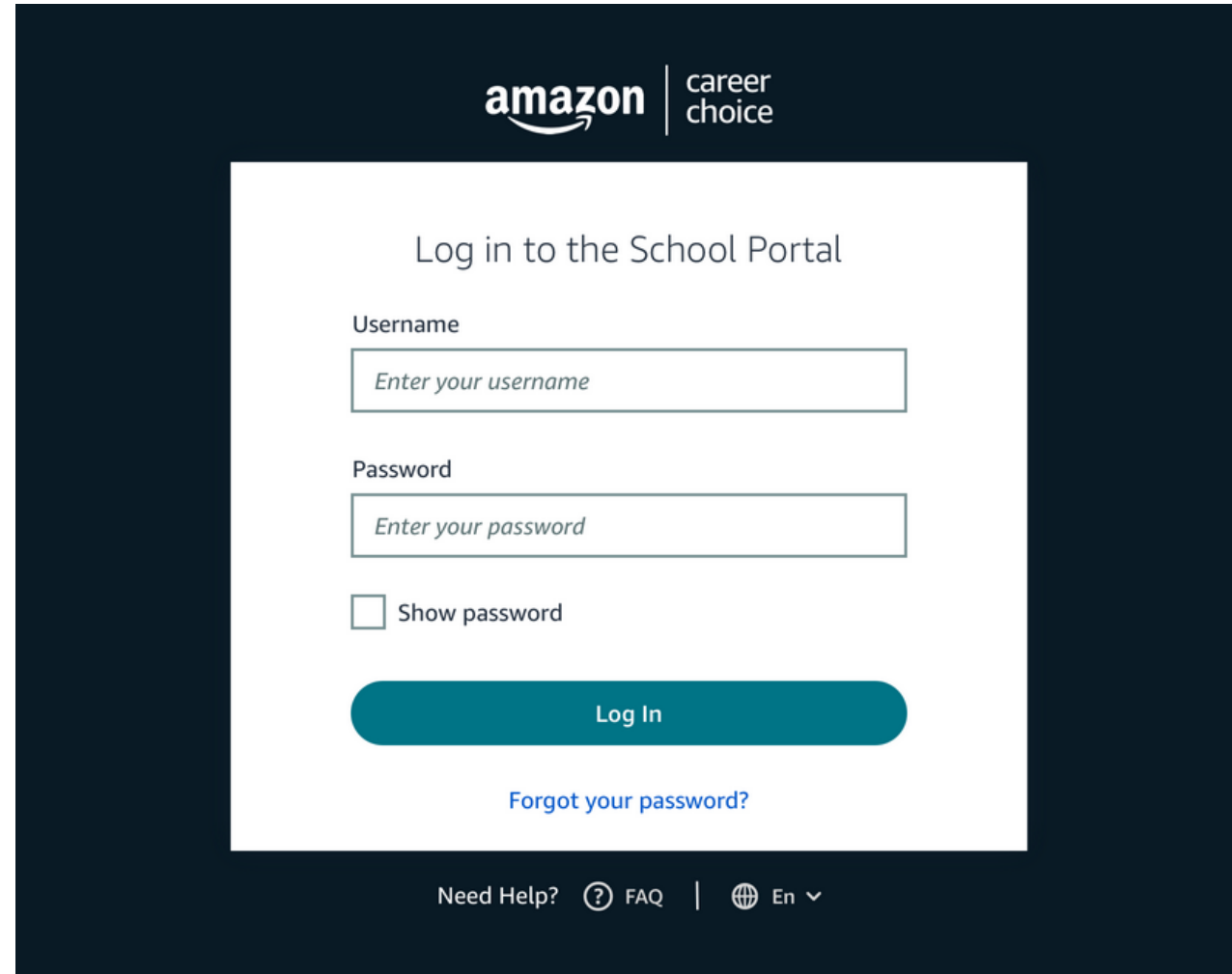
## Why do we measure outcomes?

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](http://www.amazoncareerchoice.com/schools)

# Logging into the Portal

www.amazoncareerchoice.com/schools



The screenshot shows the login interface for the Amazon Career Choice School Portal. At the top, the Amazon logo and 'career choice' text are displayed. Below this, the heading 'Log in to the School Portal' is centered. The form contains two input fields: 'Username' with a placeholder 'Enter your username' and 'Password' with a placeholder 'Enter your password'. A checkbox labeled 'Show password' is located below the password field. A teal 'Log In' button is positioned below the form. At the bottom of the form, there is a link for 'Forgot your password?'. The footer of the page includes the Amazon Career Choice logo, a 'Need Help?' link with a question mark icon, an 'FAQ' link with a question mark icon, and a language selector 'En' with a dropdown arrow.

amazon | career choice

Log in to the School Portal

Username

Password

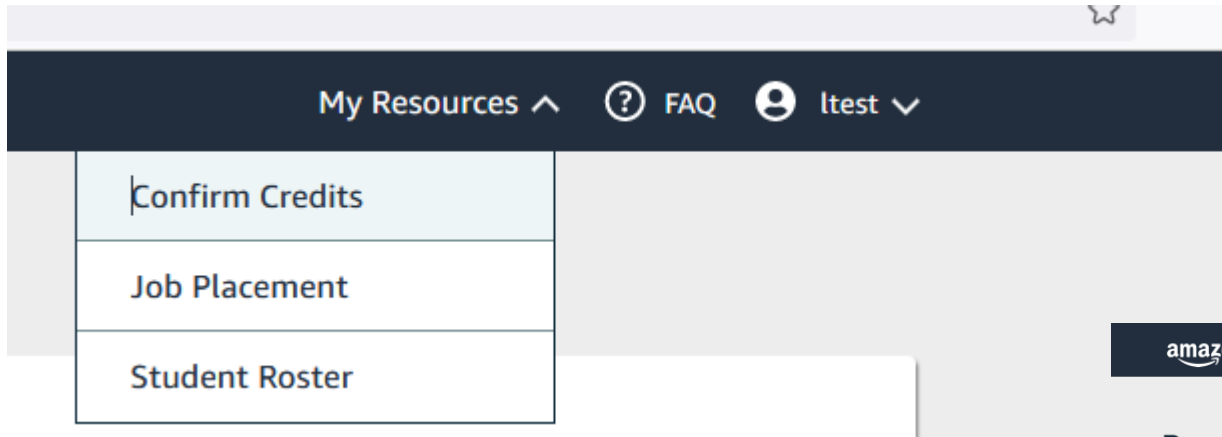
Show password

Log In

[Forgot your password?](#)

Need Help? [?](#) FAQ | [En](#) ▼

# 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.



## Program Guidelines

### School Portal - Guidelines on Getting Started (US)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut...

[Read more](#)

### School Portal - Guidelines to Make Education Simpler (US)

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[Read more](#)

### School Portal - COVID-19 Cancellations and Refunds (US)

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[Read more](#)

### School Portal - Guidelines on Jobs and Resources (US)

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[Read more](#)

### School Portal - Guidelines on Careers and Schools (US)

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[Read more](#)



[HELP CENTER](#)

[Frequently Asked Questions \(FAQ\)](#)

[CONTACT US](#)

[career-choice-na@amazon.com](mailto:career-choice-na@amazon.com)

# Homepage



## Welcome Hudson County Community College!

We value your partnership with the Career Choice Program and are excited to provide this resource for student data verification.

### My Tasks

**2 students**

2 students need their current progress confirmed

[Confirm Progress](#)

**4 students**

4 students need their job placement verified

[Verify Job Placement](#)

### My Resources



[Confirm Progress](#)



[Verify Job Placement](#)



[Report Degree Completion/View Student Roster](#)



# Homepage

Through the homepage you can select the following actions:

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

The screenshot shows the Amazon Career Choice School Portal for Hudson County Community College. The header includes the Amazon Career Choice logo and the text 'School Portal'. On the right, there are links for 'FAQ' and a user profile 'falle'. The main content area features a welcome message, a 'My Tasks' section with two task cards, and a 'My Resources' section with three resource cards. The footer contains a 'HELP CENTER' link and a 'CONTACT US' link with an email address.

amazon | career choice School Portal

FAQ falle

### Welcome Hudson County Community College!

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#### My Tasks


**2 students**  
2 students need their current progress confirmed


Confirm Progress


**4 students**  
4 students need their job placement verified

Verify Job Placement

#### My Resources

  
Confirm Progress

  
Verify Job Placement

  
Report Degree Completion/View Student Roster

HELP CENTER  
Frequently Asked Questions (FAQ)

CONTACT US  
career-choice-na@amazon.com



Confirm Progress

[www.amazoncareerchoice.com/schools](http://www.amazoncareerchoice.com/schools)

# Confirm Progress

## Welcome California State University - Fresno!

We value your partnership with the Career Choice Program and are excited to provide this resource for student data verification.

### My Tasks

**2 students**

2 students need their earned credits confirmed

Confirm Credits

There are no students who need their job placement verified at this time.



### My Resources



Confirm Progress



Verify Job Placement



Report Degree Completion/View Student Roster

# Confirm Credits

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

amazon | career choice | School Portal My Resources ▾ ? FAQ 👤 ltest ▾

## Confirm Credits

**Instructions:** Please provide updated data for all records highlighted below, hover over the ⓘ button if you need more information. To make updates, you can use the fields provided in the table below, or download and upload a file with the bulk update button.

Need to report that a student has received a degree? [Report Degree Completion here ->](#)

🔍 ↑ Bulk Update

Student ID ⓘ	Last Name	First Name	Date of Birth	Field of Study	Credit Type	Class Name*	Class Start Date*
<input type="text"/>	Castro	Luis	06/23/1966	Mechanical and Skilled Trades	Associate Degree	<input type="text" value="CDL-I"/>	<input type="text" value="MM/DD/YYYY"/>
<input type="text"/>	Castro	Luis	06/23/1966	Mechanical and Skilled Trades	Associate Degree	<input type="text" value="CDL-II"/>	<input type="text" value="02/02/2022"/>
<input type="text" value="123456"/>	Perez	Richard	02/05/1959	Science, mathematics and engineering	Credit-bearing Certificate	<input type="text" value="Algorithms"/>	<input type="text" value="01/05/2022"/>
<input type="text" value="123456"/>	Perez	Richard	02/05/1959	Science, mathematics and engineering	Credit-bearing Certificate	<input type="text" value="Calculus I"/>	<input type="text" value="01/05/2022"/>

Showing rows 1-4 of 4

Cancel Save Changes

# 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
<input type="text"/>	Castro	Luis	06/23/1966	Mechanical and Skilled Trades	Associate Degree
<input type="text"/>	Castro	Luis	06/23/1966	Mechanical and Skilled Trades	Associate Degree
<input type="text" value="123456"/>	Perez	Richard	02/05/1959	Science, mathematics and engineering	Credit-bearing Certificate
<input type="text" value="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.

# 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*	Class Start Date*	Class End Date* ⓘ	Credits attempted*	Earned* ⓘ
CDL-I	MM/DD/YYYY	MM/DD/YYYY	3	^
CDL-II	02/02/2022	06/03/2022	3	y
Algorithms	01/05/2022	05/03/2022	3	N
Calculus I	01/05/2022	05/17/2022	3	Refunded
				v

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.

# 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.**

Class Name*	Class Start Date*	Class End Date* ⓘ	Credits attempted*	Earned* ⓘ
CDL-I	MM/DD/YYYY	MM/DD/YYYY	3	
CDL-II	02/02/2022	06/03/2022	3	Y
Algorithms	01/05/2022	05/03/2022	3	N
				Refunded
Calculus I	01/05/2022	05/17/2022	3	

# 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.

Field of Study	Credit Type	Class Name*	Class Start Date*	Class End Date* ⓘ	Credits attempted*	Earned* ⓘ
Mechanical and Skilled Trades	Associate Degree	CDL-I	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="3"/>	<input type="text" value="Y"/> ▼
Mechanical and Skilled Trades	Associate Degree	CDL-II	<input type="text" value="02/02/2022"/>	<input type="text" value="06/03/2022"/>	<input type="text" value="3"/>	<input type="text" value="Y"/> ▼
Science, mathematics and engineering	Credit-bearing Certificate	Algorithms	<input type="text" value="01/05/2022"/>	<input type="text" value="05/03/2022"/>	<input type="text" value="3"/>	<input type="text" value="N"/> ▼
Science, mathematics and engineering	Credit-bearing Certificate	Calculus I	<input type="text" value="01/05/2022"/>	<input type="text" value="05/17/2022"/>	<input type="text" value="3"/>	<input type="text" value="Refunded"/> ▼

Showing rows 1-4 of 4

Cancel

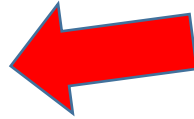


# Confirm Credits: Bulk Update

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

Search [ ] [ 🔍 ] [ ⬆️ Bulk Update ]

	Credit Type	Class Name*	Class Start Date*	
es	Associate Degree	CDL-I	<input type="text" value="MM/DD/YYYY"/>	
es	Associate Degree	CDL-II	<input type="text" value="02/02/2022"/>	
	Credit-bearing Certificate	Algorithms	<input type="text" value="01/05/2022"/>	



## Bulk Update

Please verify the following before uploading a file:

1. For more details about how to save a CSV file in the correct format and/or to find directions for completing the file, visit the [FAQ page](#).
2. All column headers match their original format, and are spelled exactly how they were at the time of download and export.
3. No columns have been added OR removed.



### Step 1: Download File

Download all records needing data verification

Download file



### Step 2: Upload File

Drag and drop your file here or

Select a file

# Confirm Credits: Multiple Verticals

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



Confirm Credits

Pathways ⓘ

College ⓘ

**Instructions:** Please provide updated data for all records highlighted below, hover over the ⓘ button if you need more information. To make updates, you can use the fields provided in the table below, or download and upload a file with the bulk update button.

Need to report that a student has received a degree? [Report Degree Completion here ->](#)

Enter keyword

Student ID ⓘ	Last Name	First Name	Date of Birth	Field of Study	Credit Type	Class Name*	Class Start Date*
<input type="text"/>	Gonzalez	Angel	11/18/1977	Information Technology	Bachelor's Degree	<input type="text" value="History 10"/>	<input type="text" value="01/08/2021"/>

Showing rows 1-1 of 1



**Degree Completion/View Student Roster**

[www.amazoncareerchoice.com/schools](http://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



The screenshot shows the "amazon career choice School Portal" interface. At the top right, there are links for "FAQ" and "Ittest". The main heading is "Welcome California State University - Fresno!". Below this, a message states: "We value your partnership with the Career Choice Program and are excited to provide this resource for student data verification." The "My Tasks" section contains two cards: one for "2 students" with a "Confirm Credits" button, and another indicating "There are no students who need their job placement verified at this time." with a checkmark icon. The "My Resources" section features three buttons: "Confirm Progress" (with a diploma icon), "Verify Job Placement" (with a building icon), and "Report Degree Completion/View Student Roster" (with a classical building icon). A large red arrow points to the "Report Degree Completion/View Student Roster" button.

# 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.

Student ID ⓘ	Last Name	First Name	Date of Birth	Program ⓘ	Degree Completed? ⓘ
<input type="text"/>	Castro	Luis	06/23/1966	Associate Degree	<input type="text" value="Yes"/>
<input type="text" value="123456"/>	Perez	Richard	02/05/1959	Credit-bearing Certificate	<input type="text" value="Yes"/>

# 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 ID ⓘ	Last Name	First Name	Date of Birth	Program ⓘ	Degree Completed? ⓘ
<input type="text"/>	Castro	Luis	06/23/1966	Associate Degree	<input type="text" value="Yes"/>
<input type="text" value="123456"/>	Perez	Richard	02/05/1959	Credit-bearing Certificate	<input type="text" value="Yes"/>

# 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.

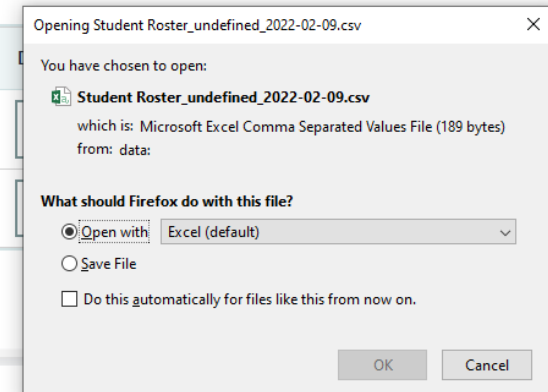
## Degree Completion/Student Roster

**Instructions:** Please use the filters and search tool below to find current or past student records, hover over the **i** button if you need more information. To get updates, you can click on any record in the table below. You can also download a roster view by clicking on the download button.

Enter keyword

Student ID <b>i</b>	Last Name	First Name	Date of Birth	Program <b>i</b>
<input type="text"/>	Castro	Luis	06/23/1966	Associate Degree
123456	Perez	Richard	02/05/1959	Credit-bearing Certificate

Showing rows 1-2 of 2



Cancel

Save changes



Verify Job Placement

[www.amazoncareerchoice.com/schools](http://www.amazoncareerchoice.com/schools)



# Verify Job Placement

## Welcome California State University - Fresno!


We value your partnership with the Career Choice Program and are excited to provide this resource for student data verification.

### My Tasks


**2 students**  
2 students need their earned credits confirmed

[Confirm Credits](#)

There are no students who need their job placement verified at this time.




### My Resources



[Confirm Progress](#)



[Verify Job Placement](#)



[Report Degree Completion/View Student Roster](#)



# Verify Job Placement

Career Choice will auto populate the following information:

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

Job Placement Verification Pathways ⓘ College ⓘ

**Instructions:** Please provide updated data for all records highlighted below, hover over the ⓘ button if you need more information. To make updates, you can use the fields provided in the table below, or download and upload a file with the bulk update button.

Enter keyword

\*Required Field

ⓘ	Pay Frequency ⓘ	Placement T... * ⓘ	Last Name	First Name	Date of Birth	Program ⓘ	Graduation Date ⓘ
	<input type="text"/>	<input type="text"/>	Keith	Nadirah	09/08/1992	Bachelor's Degree	01/31/2022

Showing rows 1-1 of 1

- Please note that these categories cannot be edited

# 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

Student ID ⓘ	Hired* ⓘ	Employer Name* ⓘ	Rate of Pay ⓘ	Pay Frequency ⓘ	Placement T... * ⓘ	Last Name	First I
kgfhgh	<input type="checkbox"/>					Keith	Nadira

Showing rows 1-1 of 1

Cancel

Save changes

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.

# Confirm Credits: Bulk Update

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

Pathways ⓘ

College ⓘ

Use the ⓘ button if you need more information. To make updates, you can use the Bulk Update button.

⬆️ Bulk Update

Pay Frequency ⓘ	Placement T... * ⓘ	Last Name	First N
<input type="text" value="▼"/>	<input type="text" value="▼"/>	Keith	Nadirah

## Bulk Update

Please verify the following before uploading a file:

1. For more details about how to save a CSV file in the correct format and/or to find directions for completing the file, visit the [FAQ page](#).
2. All column headers match their original format, and are spelled exactly how they were at the time of download and export.
3. No columns have been added OR removed.



### Step 1: Download File

Download all records needing data verification

Download file



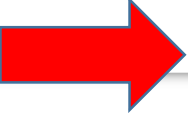
### Step 2: Upload File

Drag and drop your file here or

Select a file

# Verify Job Placement: Multiple Verticals

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

Job Placement Verification  Pathways ⓘ College ⓘ



**Instructions:** Please provide updated data for all records highlighted below, hover over the ⓘ button if you need more information. To make updates, you can use the fields provided in the table below, or download and upload a file with the bulk update button.

Enter keyword

\*Required Field

Student ID ⓘ	Hired* ⓘ	Employer Name* ⓘ	Rate of Pay ⓘ	Pay Frequency ⓘ	Placement T... * ⓘ	Last Name	First N
<input type="text" value="0268790"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	Padilla	Andrew
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	Davis	Devar
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	Montoya	Priscilla

Showing rows 1-3 of 3

 | 



Next Steps:

[www.amazoncareerchoice.com/schools](http://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](mailto:Career-Choice-NA@Amazon.com)**

**Thank you for being a valued Career Choice education partner.**



Thank you.

[www.amazoncareerchoice.com/schools](http://www.amazoncareerchoice.com/schools)