Work Study Query Instructions

**Purpose:** This query allows employers to have instant access to a student’s total Work Study Award by year. It does not show ‘remaining balances’ just the current award.

**Note:** You must have been given access to this query before you can use it. If you do not have access, contact Connie Murray in the Financial Aid Office, murrayc@uww.edu.

**Instructions**:

Enter the following in your browser, then you may want to save the link to your favorites.

<http://www.uww.edu/faculty-and-staff/query-library>

Down the right hand side under ‘Helpful Hints’, click on Financial Aid.

There are three queries listed, you will have access to Work Study Query.

Once you have clicked on the query you will see the UW System log in page, so once you have logged in you should get the ‘Financial Aid Work Study Query’ page. If you get an error, click again on the tab on the top and it should bring up the query.

The first box you need to fill in is the YEAR that you are interested in. For students with 2015-2016 Work Study, you would enter 2016.

Type in up to ten student ID numbers and you will see the results. You must use the student’s WINs ID number, (not empl ID or log in).