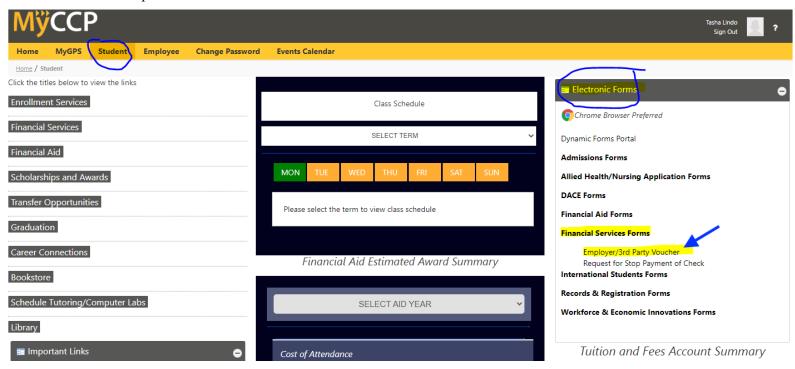


Amazon Career Choice Registration Tutorial

- 1. Sign in to the **Amazon Career Choice Portal** to view all available programs.
- 2. Select your credit program at Community College of Philadelphia.
- 3. If your request is approved by Amazon, please upload your payment voucher to Community College of Philadelphia's online portal, <u>MyCCP</u>.
 - Please note: If you are new to CCP, you will need to go through the <u>Admission Process</u> before gaining access to <u>MyCCP</u>. View the College's complete list of <u>degree</u>, <u>academic certificate</u> <u>and proficiency certificate programs</u> eligible for Amazon Career Choice.

To upload the voucher,

- a. Log into MyCCP & click the "Student Tab"
- b. Under **Electronic forms** section (located at the right top-hand corner), click "**Financial Services**", and select "**Employer**/3rd **Party Voucher**" option to access the form. *Example screenshot*:



c. After selecting the "Employer/3rd Party Voucher" option to access the form. Fill out the information on this page & attach your voucher. Be sure to click the bottom button "Submit Form" to complete submission.

Example screenshot:

Bursar's Office Employer/Third Party Voucher Submission

Please allow up to 72 hours for your request to be processed. You will be notified via email for account updates. If you have any questions regarding the voucher, please contact us at bursarsoffice@ccp.edu.

		Stude	ent Section leted by the student)		
Last Name *		First Name	*	Middle Initial	
Student ID *		Daytime Telephone	*	Email	•
Term	•				
Have you previou	usly submitted a voucher for thi	s term? • Ples	ase Select 🗸		
Attach Voucher FileUpload1* Choose File No file chosen Files over 25 MB will not be accepted					
I understand I am responsible for notifying the Bursar's Office of any changes to my registration (ex.: add/drop course). These changes may impact voucher processing and the balance due.					
(click to sign)		Date			
			ursar's Office nistrative Use Onl	у	
Action	- Please Select 💙				
Reviewer	*		Third Party Sponsor		
Submit Form					