

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, [MyCCP](#).
 - **Please note:** If you are new to CCP, you will need to go through the [Admission Process](#) before gaining access to [MyCCP](#). View the College's complete list of [degree, academic certificate and proficiency certificate programs](#) 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:

The screenshot displays the MyCCP website interface. At the top, the MyCCP logo is on the left, and the user's name 'Tasha Lindo' and 'Sign Out' option are on the right. Below the logo is a navigation bar with tabs: Home, MyGPS, Student (circled in blue), Employee, Change Password, and Events Calendar. The main content area is divided into two columns. The left column contains a list of service links: Enrollment Services, Financial Services, Financial Aid, Scholarships and Awards, Transfer Opportunities, Graduation, Career Connections, Bookstore, Schedule Tutoring/Computer Labs, and Library. The right column features a sidebar menu with a search icon and a minus sign. The sidebar menu items are: Electronic Forms (circled in blue), Chrome Browser Preferred, Dynamic Forms Portal, Admissions Forms, Allied Health/Nursing Application Forms, DACE Forms, Financial Aid Forms, Financial Services Forms (highlighted in yellow with a blue arrow pointing to 'Employer/3rd Party Voucher'), International Students Forms, Records & Registration Forms, and Workforce & Economic Innovations Forms. Below the sidebar menu, there are two preview cards: 'Financial Aid Estimated Award Summary' with a 'SELECT TERM' dropdown and a calendar view (MON, TUE, WED, THU, FRI, SAT, SUN), and 'Tuition and Fees Account Summary' with a 'SELECT AID YEAR' dropdown.

- 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.

Student Section

(to be completed by the student)

Last Name * First Name * Middle Initial

Student ID * Daytime Telephone * Email *

Term *

Have you previously submitted a voucher for this term? *

Attach Voucher FileUpload1 * 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)
Signature _____ Date _____

Bursar’s Office Administrative Use Only

Action *

Reviewer * Third Party Sponsor

