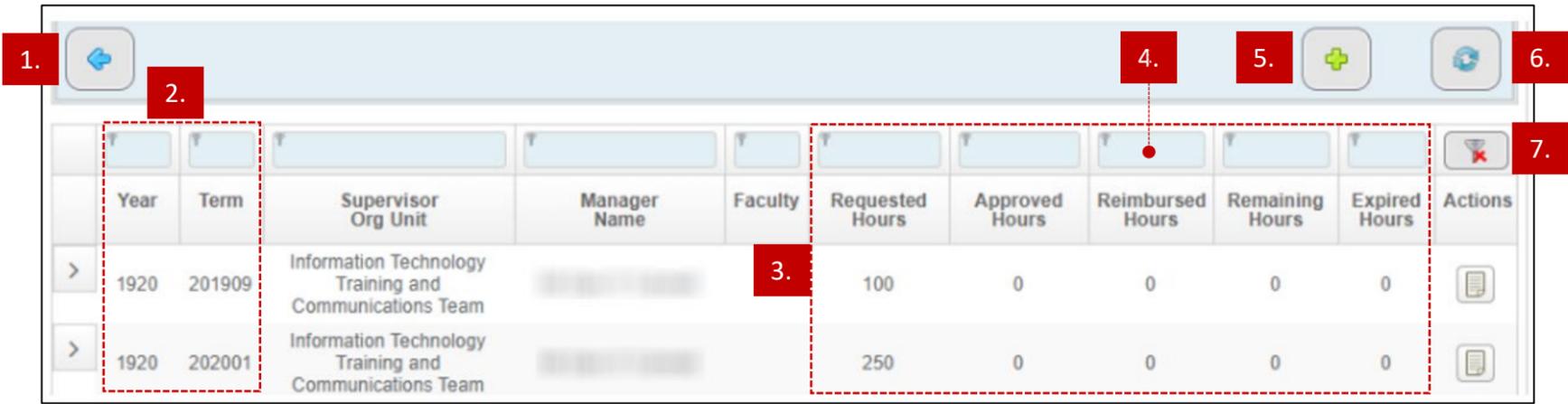


Login

Note: Before initially requesting subsidy hours in the Work Study Subsidy Management system, you must be approved to participate in the program. To request access, complete the applicable [request form](#) on the Work Study website.

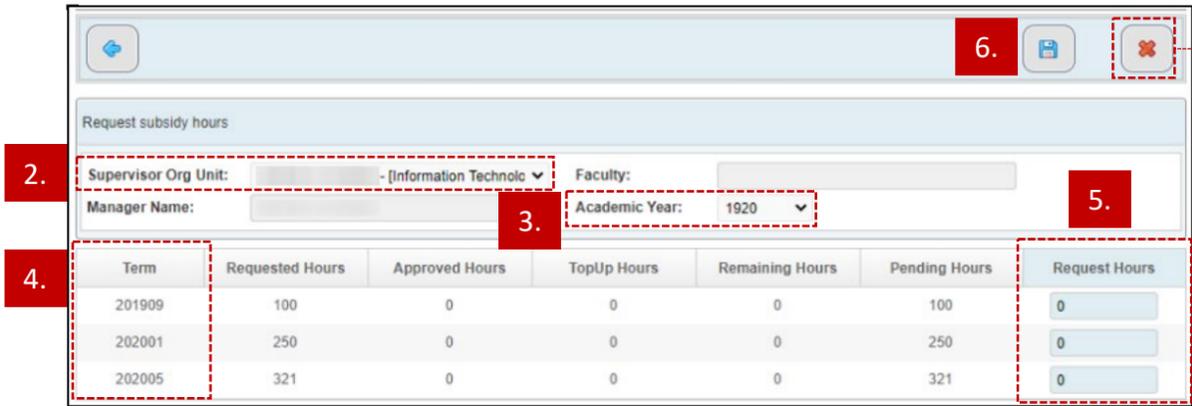
1. Click on the link to the Work Study Subsidy Management system, found on the Work Study System Project page of the McGill Scholarships and Student Aid Work Study Employer [website](#) or this direct system [link](#).
2. To log into the Work Study Subsidy Management system, you must enter your McGill credentials. You may be prompted for a second method of authentication (if you have opted-in to two-factor authentication).
3. If you already used your credentials to log into another application (such as Office 365), you will not be prompted to sign in again.

Overview of the Work Study Subsidy Management dashboard



1. **Back icon:** Click to return to the previous menu
2. **Year and Term columns:** Display the academic year and term for which subsidy hours were requested
3. **Hours columns:** Display your Requested, Approved, Reimbursed, Remaining & Expired Hours
4. **Filter field:** Click to enter full or partial words to sort a columns' contents
5. **Plus icon:** Click to initiate a new request for subsidy hours
6. **Refresh icon:** Click to refresh the dashboard's contents
7. **Clear Filter icon:** Allows you to clear the filter applied to a column

How to request subsidy hours



To cancel a request altogether, click the icon.

* The display convention of "1920" for Academic Year represents the academic year beginning in Fall 2019 and ending in Summer 2020.

1. Click on the **Plus** icon in the top right corner of the dashboard (seen above in the Overview section).
2. In the "Request subsidy hours" window, select the **Supervisor Org Unit** for whom you will request hours.
3. Select the **Academic Year*** for which the subsidy hours will be requested.
4. Once the **Academic Year** is selected, a table will appear displaying the Fall, Winter and Summer terms for that year.
5. Add your requested subsidy hours in the text fields in the **Request Hours** column.
6. Click the **Save** icon to process your request.
7. A **pop-up notice** (right) will appear confirming your requests were successfully processed.
8. Click on the **Back** icon to return to the Work Study Subsidy Management dashboard.

Successfully processed the following request(s):

FAQs

Please refer to the [Frequently Asked Questions](#) page of the Work Study website.
 For a detailed list of terms used in the Work Study Subsidy Management system, visit the [Work Study Glossary](#).

Need help?

If you are experiencing issues with your Work Study status, subsidy requests, subsidy payments or any other functional issues, contact [✉ work.study@mcgill.ca](mailto:work.study@mcgill.ca).

For technical support and questions regarding access to the Work Study Subsidy Management system contact the IT Service Desk at 514-398-3398.