Each student is awarded a **work allotment** at the start of each academic year. Students may print their **employment eligibility letter**, as well as view their allotment and earnings-to-date online at [www.my.pomona.edu](http://www.my.pomona.edu) in the Financial Aid section of the student portal.

1. Go to the Pomona College [my.pomona](https://my.pomona.edu/ics) website:  [https://my.pomona.edu/ics](https://my.pomona.edu/ics)

2. Type in your **User Name** and **Password** at the top of the page to log in.

3. Select the “**Student**” tab at the top of the page to go to the STUDENT PORTAL.

4. Once in the Student Portal, select the Financial Aid “folder” on the lower, left-hand side of the screen.

   This will take you to the Financial Aid screen, where you can view your missing documents, awards, and messages.
If you have questions regarding the Student Employment program, please contact our office. We are located within the Office of Financial Aid, in Alexander Hall, on the first floor in Suite 117.

5. Select the **Student Employment** links to view and print your **Employment Eligibility Letter**, which lists your total **student work allotment** for the current academic year.