How to…
Add or Update Work Experience

Work experience is a feature used mainly by the Fuqua School of Business - however any student may add work experience information for their own tracking.

For more information on navigation and general descriptions of the functionality available to you in the New ACES/Self-Service, please refer to the “New ACES Self Service Student Information.doc” in the ACES > Navigation Tips and How To section on the www.sissoffice.duke.edu website.

From your Student Center Home Page, open the “other personal” drop-down menu in the Personal Information section.

Choose Work Experience from the Other Personal drop-down menu.
Add or Update Work Experience, cont’d.

The Work Experience page will open for you. If you currently have work experience entered into Self-Service, the information will appear on this page.

Note: The Fuqua School of Business uses the most current work experience - by Start Date.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Employer</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2009</td>
<td>09/20/2010</td>
<td>Testing Corporation</td>
<td>edit</td>
<td>delete</td>
</tr>
</tbody>
</table>

ADD A WORK EXPERIENCE

- You may edit or delete existing work experience by clicking on the edit or delete buttons.
- You may add new work experience by clicking on the ADD A WORK EXPERIENCE button.
- The Employment Details page opens if you are editing or adding work experience.

From this page, you may add or edit Employer Name, Start/End Dates, Job Title or to choose a different address or phone number Type.
Add or Update Work Experience, cont’d.

- If you want to add or update the address or phone – this must be completed on your personal address or phone pages, using the Work Type Address and Phone.

  Work Address
  - To add or edit the work address, click on the Edit Your Addresses link to the right of the Address Type. Update or add the work address type.

  Work Phone
  - To add or edit the work phone number Click on Home and you will be taken back to your Student Center home page.
  - From the Personal Information, other personal… drop-down menu, choose Phone Numbers.
  - From this page, add or edit the phone number with the Type equaling ‘Work’.

- Now you will need to navigate back to the Work Experience page.

- On this page, choose the ‘Work’ type for the address and the work type for phone number. This will populate the Address and Phone information. If you only updated the address information, then you may need to click on the refresh icon.

Notes:

- You may only have one Work Address and one Work Phone Number. However you may add additional Employers with Start/End Data and Job Title information.