How to post your work study hours

1. Go to INFO and sign in at INFO.obu.edu.
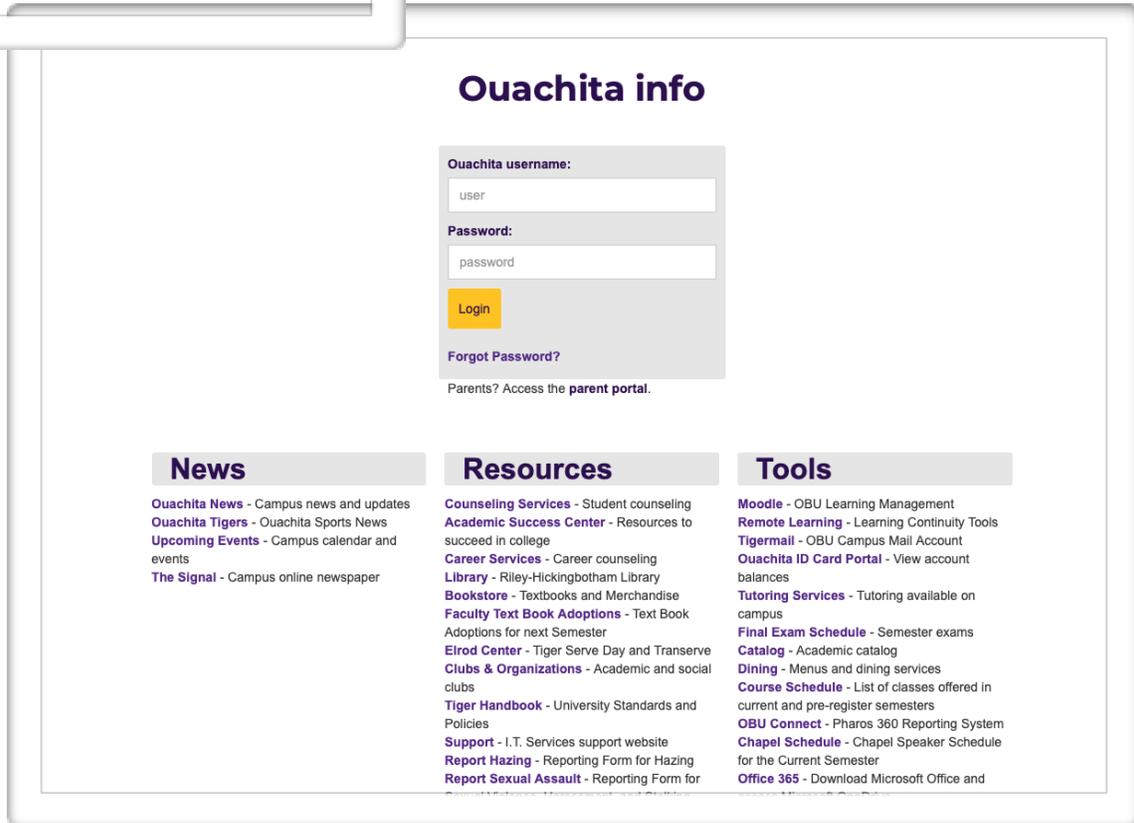
Ouachita info

Ouachita username:

user

Password:

password

Login

Forgot Password?

Parents? Access the **parent portal**.

News

Ouachita News - Campus news and updates
Ouachita Tigers - Ouachita Sports News
Upcoming Events - Campus calendar and events
The Signal - Campus online newspaper

Resources

Counseling Services - Student counseling
Academic Success Center - Resources to succeed in college
Career Services - Career counseling
Library - Riley-Hickingbotham Library
Bookstore - Textbooks and Merchandise
Faculty Text Book Adoptions - Text Book Adoptions for next Semester
Elrod Center - Tiger Serve Day and Transerve
Clubs & Organizations - Academic and social clubs
Tiger Handbook - University Standards and Policies
Support - I.T. Services support website
Report Hazing - Reporting Form for Hazing
Report Sexual Assault - Reporting Form for

Tools

Moodle - OBU Learning Management
Remote Learning - Learning Continuity Tools
Tigermail - OBU Campus Mail Account
Ouachita ID Card Portal - View account balances
Tutoring Services - Tutoring available on campus
Final Exam Schedule - Semester exams
Catalog - Academic catalog
Dining - Menus and dining services
Course Schedule - List of classes offered in current and pre-register semesters
OBU Connect - Pharos 360 Reporting System
Chapel Schedule - Chapel Speaker Schedule for the Current Semester
Office 365 - Download Microsoft Office and

2. Click the three lines in the upper left corner.

☰ Menu

Dashboard

3. Choose "Financial"

Search

Menu

Dashboard

Menu

Tabbed Portal

My Campus	20	>
My Info	13	>
My Accounts	2	>
Forms	8	>
Financial	14	>
	3	>
Student Development	27	>
Academic Affairs	7	>
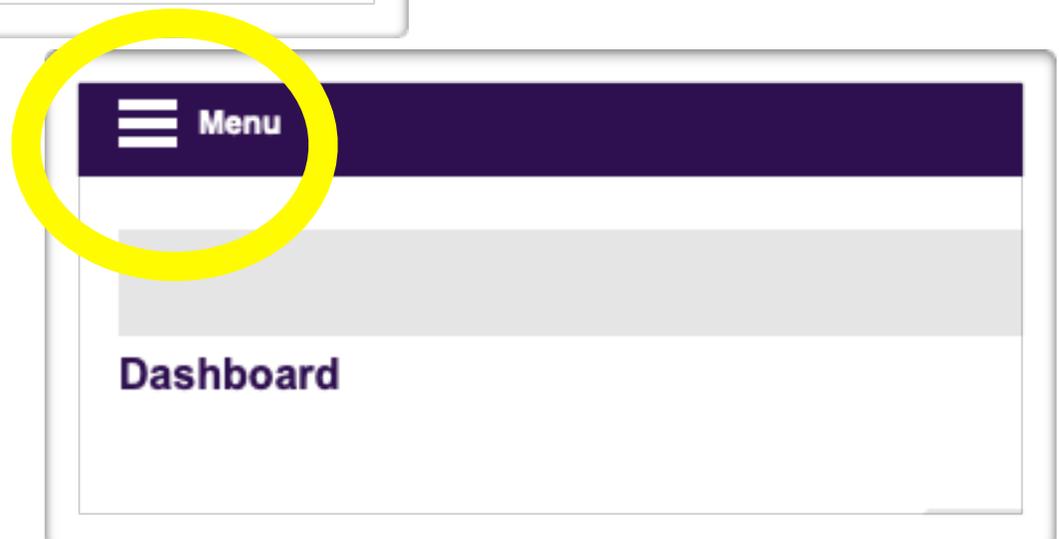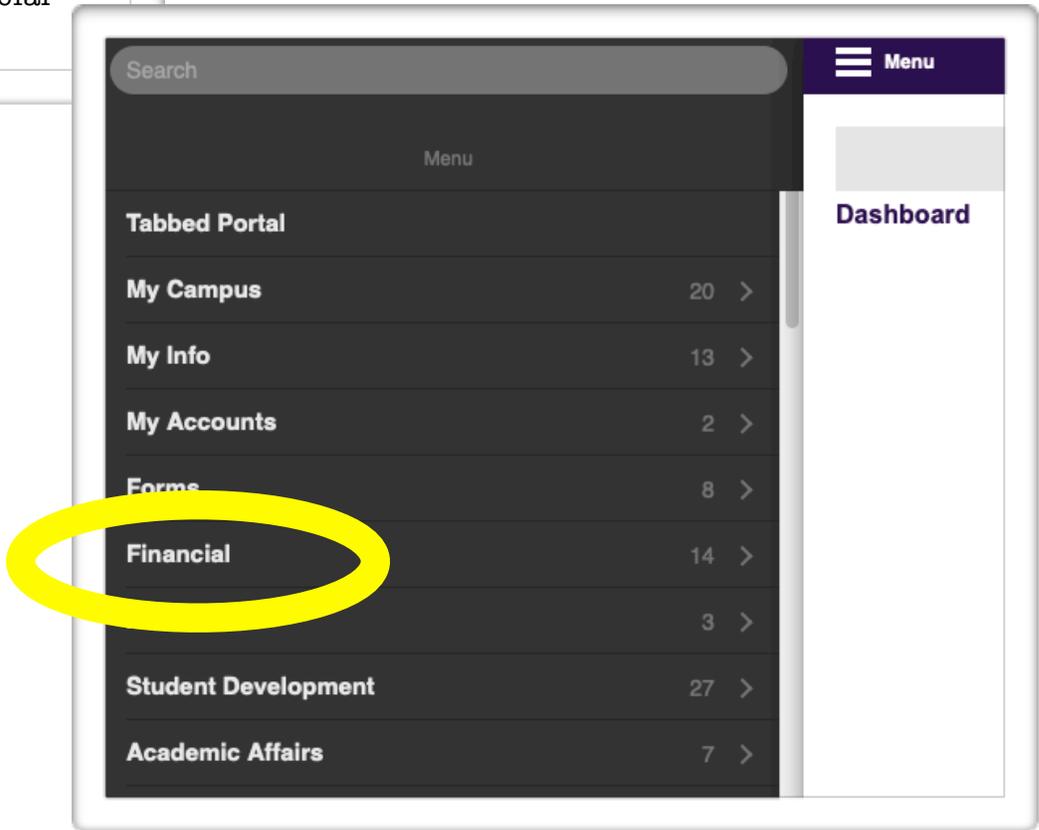
4. Choose "Work Study Student Hours"

Financial

Account Balance

Award Letter - Accept or Decline Loans

Award Notification

Bookstore BBA/OBU Textbook Information

Pre-Bill Display

Student Loan Exit Counseling Form

Work Study Student Hours
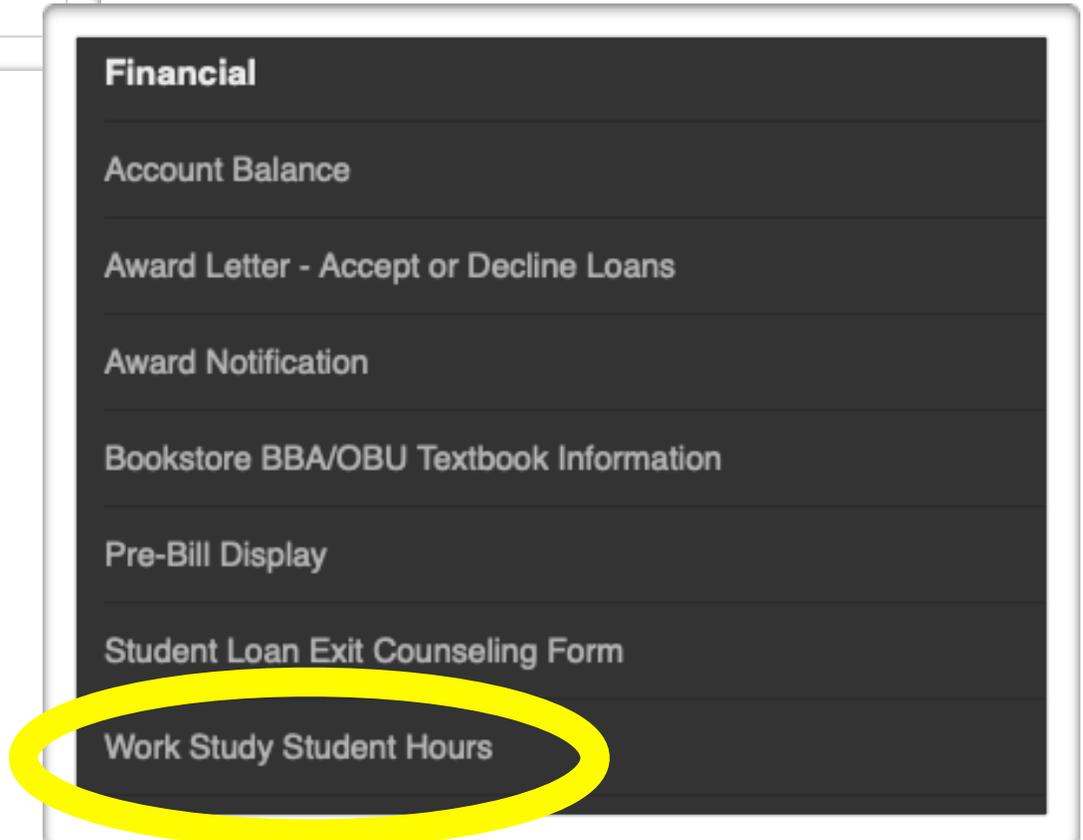
5. Click "Add Time"

Hours Paid:	183.26	Available Hours to Earn:	14.44
Amount Paid:	$ 1755.60	Available Amount to Earn:	$ 144.40
Unpaid Hours:		Hours Left to Work:	14.44

Next 30 ⇨

[Add Time] [Access Filter] [Summary]

Action	Date	Hours	Student Sign-off	Supervisor Sign-off	Date Paid
✎	04/02/2020	41.56	04/02/2020	04/02/2020	04/02/2020
✎	03/11/2020	2.00	03/11/2020	03/11/2020	03/11/2020

6. Enter "Date" and "Hours" worked and click the "Add" box.

Hours Paid:	183.26	Available Hours to Earn:	14.44
Amount Paid:	$ 1755.60	Available Amount to Earn:	$ 144.40
Unpaid Hours:		Hours Left to Work:	14.44

Next 30 ⇨

[Add Time] [Access Filter] [Summary]

Action	Date	Hours	Student Sign-off	Supervisor Sign-off	Date Paid

Hours:
08/17/2020   1   [Add] [Cancel]

7. You must then click the "Send to Supervisor" box to submit. You can click cancel to make changes.

			Student	Supervisor	
Action	Date	Hours	Sign-off	Sign-off	Date Paid

Hours Paid: 183.26   Available Hours to Earn: 14.44
Amount Paid: $ 1755.60   Available Amount to Earn: $ 144.40
Unpaid Hours: .01   Hours Left to Work: 14.43

Next 30 ➡

[Add Time]   [Access Filter]   [Summary]

Action	Date	Hours	Student Sign-off	Supervisor Sign-off	Date Paid
Date: 08/17/2020	Hours: 0 ⇕	[Add] [Cancel]			
📝 ❌ 08/17/2020	.01	[Send to Supervisor]			