



Reporting Employment on JAIN



- 1) Log in to JAIN: www.miracosta.edu/JAIN and sign in using your SURF ID and password.
- 2) From your main dashboard, click **Report Employment** on the bottom left of the screen.
- 3) Click **Update Status**.
- 4) Click **Accepted An Offer**.
- 5) Enter name of department that hired you in the open box and click **Find**. If the department does not show up in the box, click **Not Found – Enter Organization Name** to the bottom right of the box.
- 6) Complete fields and click **Save & Continue**. If you have questions regarding how you are being paid (work study funds, district funds), start date, etc., contact your supervisor.

Thank You!