



Work Instructions

How to enroll in the “Work Counts, Get your off campus employment recognized on the CCR!”

When to Use:

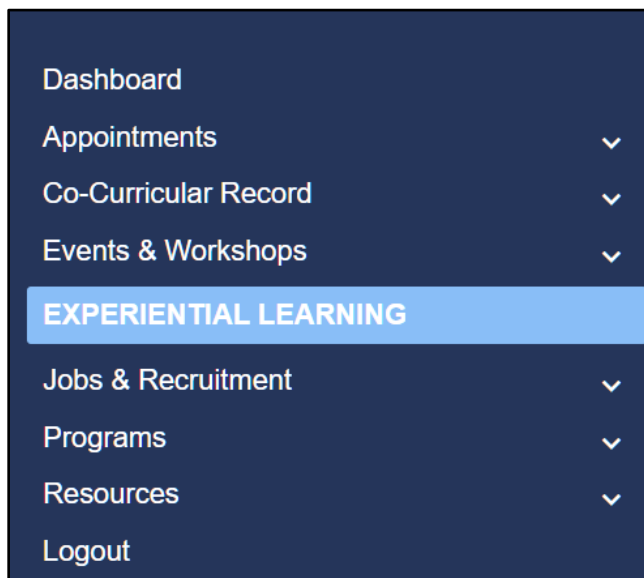
Use this guide to enroll in the Work Counts.

Helpful Hints:

1. UTORid and password required for accessing the system.
2. User must be logged into their CLNx student account (some users have a staff/faculty account in CLNx. The Staff & Faculty account displays the message “Welcome Staff & Faculty” in the dashboard).

Procedure:

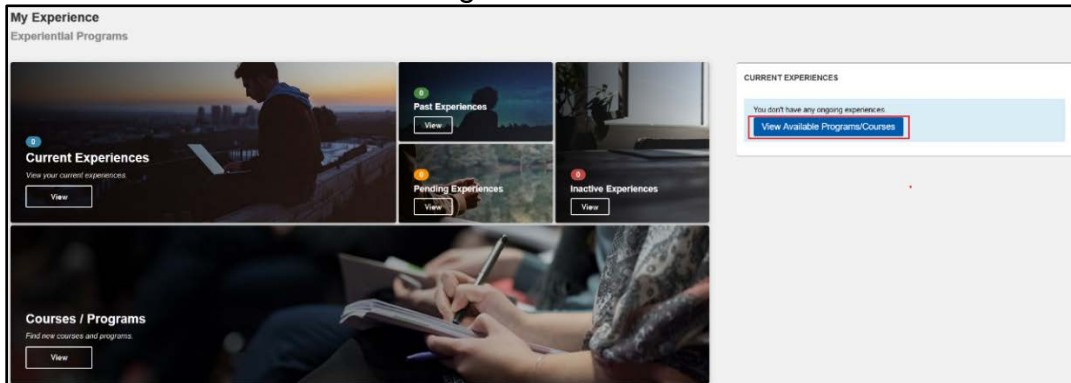
1. Log into CLNx at <https://clnx.utoronto.ca/students/overview.htm>
2. Click on “UTORid Login”.
3. From the navigation menu, go to “Experiential Learning”:



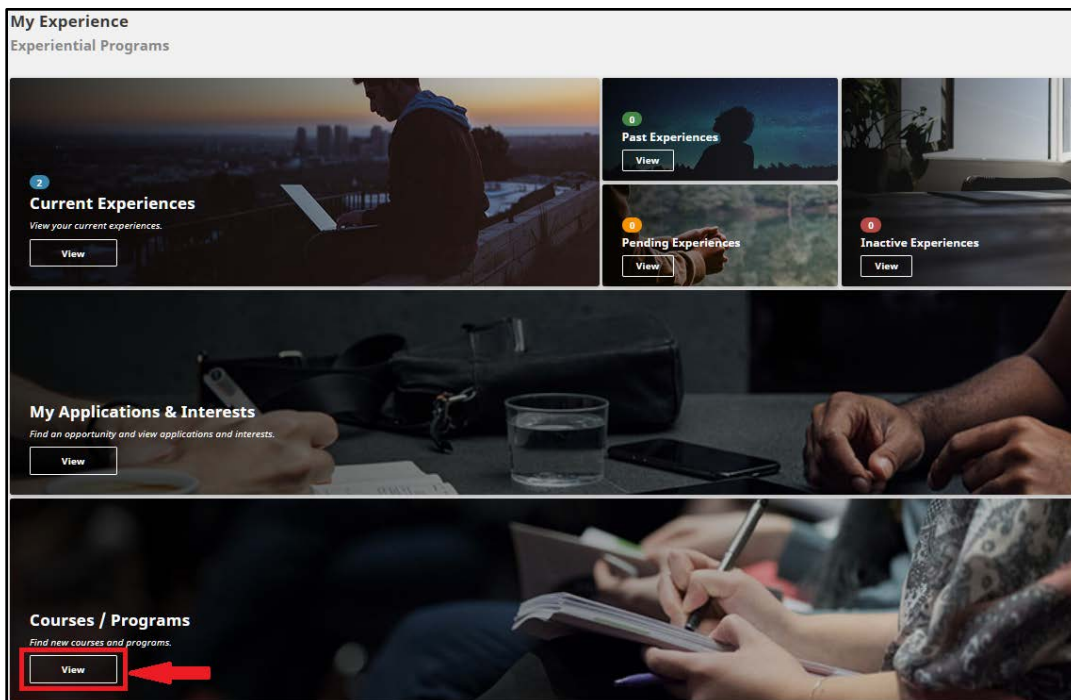


4. To enroll in the program, select one of the following two options (either a or b):
- a. New Student the Experiential Learning Module (i.e. first time participating in an experiential learning program):

Click on the “View Available Programs/Courses” button.

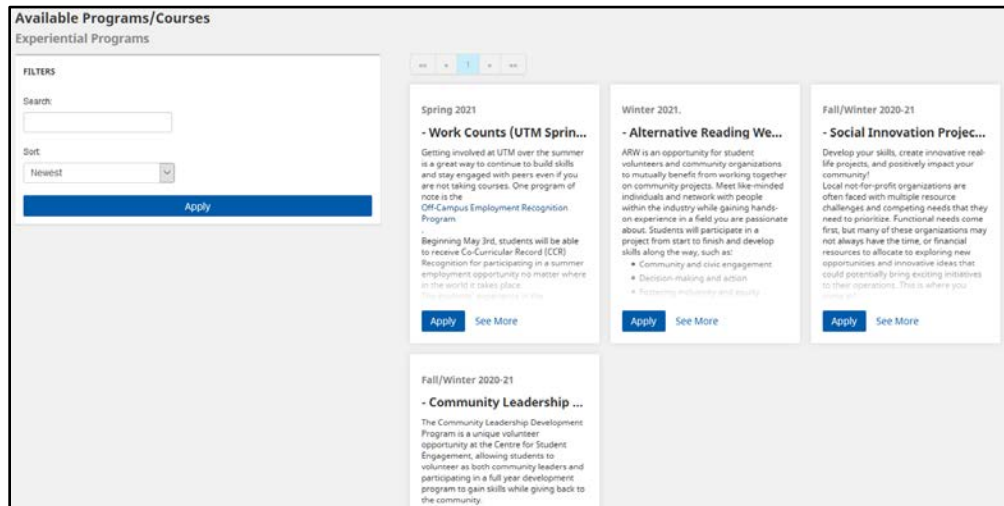


- b. Students previously enrolled in any Experiential Program can access the new courses and programs by clicking on the “View” button” (located in the “Courses/Programs” tile):





b.1. In the “Courses/Programs” catalogue, select your Experiential Program:

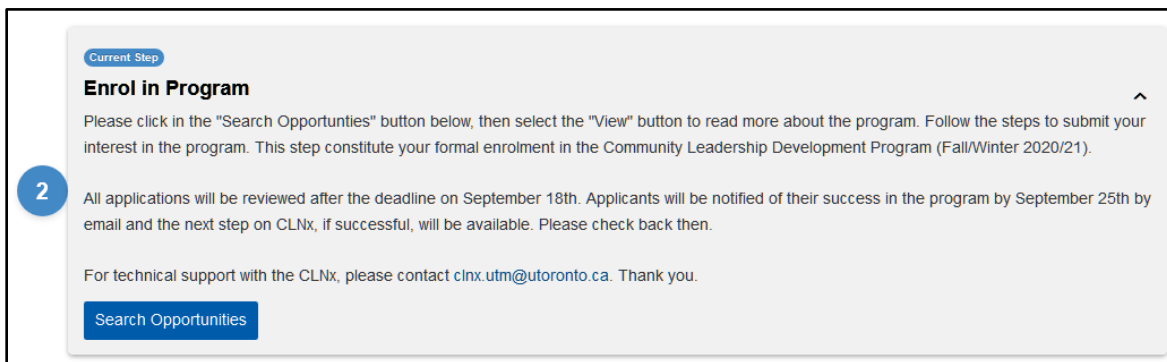


Hint: Click on “See More” to read more about the program.

b.2.
Click on “Apply” to Enrol

5. Complete Step 1.

6. Continue to Step 2 (Enrol in Program), then click on “Search Opportunities”:





7. Click on the “View” button to access the program description:

Search OP-CCCEL - Work Counts (UTM) Opportunities

View All Results On Map

TOTAL RESULTS: 1 DISPLAYING: 1 - 1

... 1 ...

(3176) Work Counts

Open 200

Get your off campus employment recognized on the CCR!

UTM is sponsoring a new pilot; a limited number of students will be able to have their off campus job recognized with the competencies they've developed on the Co-Curricular Record.

Getting involved at UTM over the summer is a great way to continue to build skills and stay engaged with peers even if you are not taking courses. The **Work Counts** program begins October 15. Students will be able to receive Co-Curricular Record (CCR) Recognition for participating in a summer employment opportunity no matter where in the world it takes place. The students' experience in the employment opportunity is coupled with reflection and assessment tools to enhance their understanding of how this experience connects to their academic and career interests, as well as their personal and professional development.

View

8. Click on the “Take Opportunity” button and follow the next two steps to add course to your experiential record:

(3176) Work Counts **ACTIVE**

200 positions available | No positions filled | Went live Oct 13, 2021 12:00 AM | Opened for self placement Oct 13, 2021 12:01 AM

Expires Apr 08, 2022 11:59 PM

Overview | Industry Partners | Map

Experience Type

OP-CCCEL - Work Counts (UTM)

Description

Get your off campus employment recognized on the CCR!

Take Opportunity



Step 1

Take Opportunity

Course/Program:
- Work Counts (UTM Fall/Winter 2021-22) (Fall/Winter 2021-22)


Experience:
OP-CCCEL - Work Counts (UTM)

[Cancel](#) [Submit](#)

Click “Submit”

9. Record is added to your profile.

[← Back to Overview](#)

 **UTM Test Student**
- Work Counts (UTM Fall/Winter 2021-22) (Fall/Winter 2021-22)
OP-CCCEL - Work Counts (UTM)

Student

Course	- Work Counts (UTM Fall/Winter 2021-22) (Fall/Winter 2021-22)
Experience Type	OP-CCCEL - Work Counts (UTM)
Date Created	October 13, 2021 04:23 PM (By UTM Test Student)
Last Updated	N/A
Opportunity	Work Counts

[Save](#) [Save as Draft](#) [Delete](#) [View Experiential Record Detail](#)

Click “Save” to enrol in program.



10. To exit Experiential Record profile, select one of the two following options:

- a. Overview: to return to landing page of the Experiential Learning module.
- b. Student Experiential Progress: to return to program steps.

End of Instructions

Technical Assistance:

For technical assistance, please contact the UTM CLNx System Administrator:

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