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”: 

![Experiential Learning Menu](image-url)
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.

   ![Image of 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):

   ![Image of Courses/Programs tile with View button highlighted]
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:

![View button to access program description](image)

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

![Take Opportunity button to add course to record](image)
Step 1

Take Opportunity

Choose Course/Program  Choose Experience

Course/Program:

- Off-Campus Employment and CCR (UTM Winter 2020) (Winter 2021-2)

Click “Next”

Step 2

Take Opportunity

Choose Course/Program  Choose Experience

Experience:

OP-CCCEL - Off-Campus Employment Co-Curricular Record (CCR) Recognition (UTM)

Click “Submit”
9. Record is added to your profile.

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: José G. Chacón
Name: Telephone: Email: 905-569-4518 clnx.utm@utoronto.ca