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.

   ![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:

```
Search OP-CCCEL - Work Counts (UTM) Opportunities

FILTERS
Search:
Count / Program:
- Work Counts (UTM Fall/Winter)
Open For Applications
☐ Yes ☐ No ☐ Any
Has Openings
☐ Yes ☐ No ☐ Any
Apply
Save My Search Results
```

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

```
(3176) Work Counts

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!
```


Step 1

Take Opportunity

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

Experience:
OP-CCCEL - Work Counts (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:

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