

PAGE ONE, STEP ONE:

FOR STUDENTS CREATING A NEW EAGLE CAREERLINK PROFILE

(if you've already created a profile proceed to page two, step two)

Entering CareerLink:

- Go to fgcu.edu
- Search FGCU Service learning. On the homepage, Click on the link:

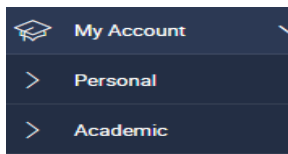


OR

- Go to <https://fgcu-csm.symplicity.com/>

Creating Your Account:

- Click on "Student/ Alumni "
- Log in using your Eaglemail address and password
- Proceed to "My Account" Located on the left and complete the REQUIRED "Personal" and "Academic " tabs to continue



- Some information will be pre-loaded, such as name, GPA, Eaglemail email

For questions about creating your profile or getting service-learning approval:

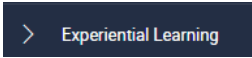
Please visit Library 458 suites or email servicelearning@fgcu.edu

PLEASE SEE PAGE 2 FOR STEP 2:



PAGE TWO, STEP TWO:

ENTERING YOUR SERVICE-LEARNING EXPERIENCE ON EAGLE CAREERLINK

- **BEFORE PROCEEDING**, check that the agency is a **registered non-profit or governmental agency**. Please follow this link to the FGCU Service-Learning Database <http://www.fgcu.edu/Connect/search.html>. If you do not find your agency listed there, CONTACT SERVICE-LEARNING AT SERVICELEARNING@FGCU.EDU for confirmation of agency's non-profit status **before pursuing service at this site**.
- For entering new service/experiential learning activity, log into your Eagle CareerLink Account.
- Under "My Account" click the  tab



- Click on 
- In the Experiential Learning Record, complete ALL fields.

VERY IMPORTANT – MAKE SURE SUPERVISOR EMAIL IS CORRECT AS HE/SHE WILL BE CONTACTED TO VERIFY YOUR HOURS.

- Digitally sign your name, acknowledging the agreement between FGCU, the organization, and you. Click submit.
- The form will be automatically sent to the Office of Service-Learning for approval or rejection of your service site.
- Approved or rejected "forms" remain in the experiential learning section, found under My Account. You will see a listing of your experiential learning sites.
- If your form was rejected or "not approved" by the Office of Service-Learning you will need to make corrections and resubmit it for approval.
- **IMPORTANT: TRACKING IS NECESSARY FOR HOURS TO BE VERIFIED.** Once your form has been approved and your service is completed, click on **Track Hours**.

 Review  Edit  Track Hours  Midterm Self Evaluation  Final Self Evaluation  Program Evaluation
 Semester Report

- You will need to enter your start and end dates, total hours you have completed during that time period, a description of the tasks, and hit SUBMIT.

Total Number of Hours:

- Although all documentation and recording of hours is electronic, we ALWAYS recommend you print and save hard copies of each service-learning experience completed.

For questions about this new paperless system:

Please visit the Library 458 suites or email servicelearning@fgcu.edu

We are here to help with this transition!