INSTRUCTIONS FOR SUBMITTING SERVICE HOURS INTO EAGLE CAREER LINK
HERE IS STEP ONE:

• Go to the service-learning homepage, www.fgcu.edu/connect
• Click on the arrow in the blue EXPLORE box on the left and select Document Service:

![Image of the service-learning homepage]

• At the Eagle Career Link Portal, you will choose the Student/Alumni user box.
• Enter your Eagle Mail address and password on the Sign-In page.
• On the bottom left click “Service Learning & Internship” then select Service Learning & Internship Forms from the dropdown menu:

![Image of the Eagle Career Link portal]

• Click on ADD NEW and complete ALL REQUIRED (*) fields.

** VERY IMPORTANT**

1. PLEASE DOUBLE CHECK YOUR SUPERVISOR EMAIL ADDRESSES! INCORRECT EMAILS WILL SLOW THE PROCESS OF VERIFYING SERVICE HOURS

• The Eagle Career Link system automatically sends your form to the Office of Service-Learning for approval or rejection of your service site. When you see “Approved,” this means the SERVICE SITE has been approved. “Not Approved” means you will need to make corrections and resubmit it for approval. An email explaining why is sent to you from fgcu-csm@symplicity.com.
STEP TWO: TRACKING YOUR HOURS ON EAGLE CAREER LINK

• IMPORTANT: TRACKING IS NECESSARY FOR HOURS TO BE VERIFIED. Once your form has been approved click on Track Hours.

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. **TIP:** If doing long-term service at one location, we suggest that you track **ALL** of your hours at the end of each semester.

“HOW DO I KNOW MY HOURS HAVE BEEN VERIFIED?” We send your supervisor requests for verification through the Eagle Career Link portal. Once hours are verified as accurate, you will see an EMPLOYER FINAL EVALUATION:

Always open these to make sure it reads YES: If Employer Final Evaluations reads NO please contact your supervisor as well as our office.

“HOW DO I KNOW HOW MANY SERVICE HOURS I HAVE?” Click on My Total Hours to see the number of service hours you have verified in Eagle Career Link: