THESE INSTRUCTIONS ARE FOR STUDENTS WITH SIGNED PAPER FORMS THAT HAVE NEVER PREVIOUSLY BEEN SUBMITTED AND YOU NOW NEED TO TRANSFER THEM TO 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 Document Service:

  ![Document Service](image)

- 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 Forms” then select Service Learning & Internship Forms from the dropdown menu:

  ![Service Learning & Internship Forms](image)

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

  **THIS IS VERY IMPORTANT BECAUSE YOU ARE ATTACHING FORM(S) NOT PREVIOUSLY SUBMITTED TO OUR FORMER LEGACY SYSTEM:**

1. **PLEASE LIST LPAIGE@FGCU.EDU IN THE SUPERVISOR EMAIL FIELD**
2. **SCAN AND ATTACH A COPY OF YOUR PAPER SERVICE-LEARNING AGREEMENT AND VERIFICATION FORM TO THE ONLINE FORM:**
• 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 CAREERLINK**

• 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.

**THE FINAL STEP:** We in Service-Learning will then verify the hours, using the paper form you attached to your online form. It will not be necessary to contact your supervisor, as you’ve already provided his/her signature on the attached form.

**IMPORTANT! **PLEASE NOTE** IMPORTANT!**
Do not reproduce service-learning forms that have already been documented on Gulfline.