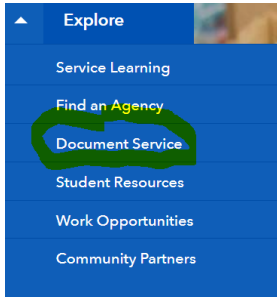
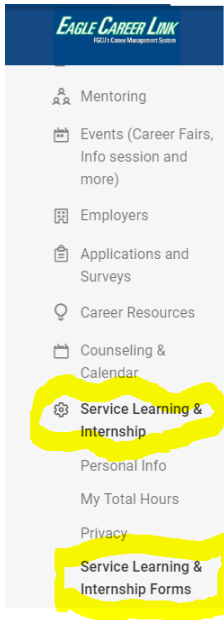



**THESE INSTRUCTIONS ARE FOR STUDENTS WITH SIGNED PAPER FORMS THAT
HAVE NEVER PREVIOUSLY BEEN SUBMITTED
AND YOU NOW NEED TO TRANSFER THEM TO EAGLE CAREER LINK,
HERE IS STEP ONE:**

- 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**:



- 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:



- Click on  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:

Attachment(s)
Certain programs require additional documentation - if necessary, add documentation here.

Add Attachment

Student Agreement Signature *

- 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 fgucsm@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.

Form fields for tracking hours including date pickers (SELECT, CLEAR), a text input field, a large text area, a DELETE button, an ADD HOURS button, and a Total Number of Hours input field.

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.