

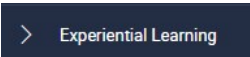

**IF YOU HAVE SIGNED PAPER FORMS NEVER PREVIOUSLY SUBMITTED AND YOU WANT TO TRANSFER THEM TO EAGLE CAREER LINK,**

**HERE'S HOW:**

**PAGE ONE, STEP ONE: HOW TO DOCUMENT SERVICE-LEARNING HOURS  
ON EAGLE CAREERLINK**

- Go to the service-learning homepage, [www.fgcu.edu/connect](http://www.fgcu.edu/connect)
- Click on the link:



- You will be taken to the entrance to Eagle CareerLink. Choose the Student/Alumni user box.
- Enter your Eagle Mail address and password on the Sign-In page.
- Under “My Account” click the  tab
- Click on 
- In the Experiential Learning Record, complete ALL fields.

**VERY IMPORTANT:**

- 1. IN THE SUPERVISOR EMAIL FIELD, USE [SERVICELEARNING@FGCU.EDU](mailto:SERVICELEARNING@FGCU.EDU)**
- 2. ATTACH A COPY OF YOUR PAPER SERVICE-LEARNING AGREEMENT AND VERIFICATION FORM TO THE ONLINE FORM**

- 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. A list of all of your forms is found in the Experiential Learning tab, under My Account. When you see “Approved,” this means the SITE has been approved. “Not Approved” means you will need to make corrections and resubmit it for approval. And email explaining why will be sent to you.

PLEASE SEE PAGE 2 FOR STEP 2:



PAGE TWO, STEP TWO:

### TRACKING YOUR HOURS ON EAGLE CAREERLINK

- **IMPORTANT: TRACKING IS NECESSARY FOR HOURS TO BE VERIFIED.** Once your form has been approved and your service is completed, 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.



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

**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.

**IMPORTANT! \*\*PLEASE NOTE\*\* IMPORTANT!**

Do not reproduce service-learning forms that have already been documented on Gulfline.