

# STUDENT STEP BY STEP INSTRUCTIONS FOR VIEWING AND APPLYING TO A CTLB03 PLACEMENT OPPORTUNITY THROUGH CLNX

1. Log on to CLNx: <http://clnx.utoronto.ca> with your UTORID and Password.
2. On your Dashboard, choose “**Experiential Learning**” from the left side menu. (If left side menu is not visible, click on the three bar “Menu” icon on top left of screen.)
3. Under the “**Courses/Programs**” option, click “**View**”
4. Find “**Winter 2022**” “**CTLB03 Introduction to Community Engaged Learning**” and click “**Apply**” (alternatively, if you do not see the course, you can perform a Search for it.)

*Welcome to the CTLB03 Introduction to Community Engaged Learning CLNx page. The following 4 steps will allow you to view placements, submit an application, be placed into an Opportunity and complete Placement Forms. You cannot move onto the next step until the previous step is completed. CLNx will save what steps you have completed.*

## Step 1 “Answer Qualifying Questions”:

*(These pre-application questions MUST be answered first before you are allowed to view Current Placement Opportunities and their details.)*

- Click “**Answer Questionnaire**”
- Click “**Submit**”

## Step 2: “Browse Current Opportunities and Possibly Apply!”

- Click “**Search Opportunities**”

Placements will be listed for you to scroll through.

**NOTE: Do NOT use the “Filters” section on the left side of the screen.**

Each placement is listed with a title, indicating whether it is “Open” to applications and the number of student spots available.

**To Read the Description of an Opportunity, click “View”**

Please note such things as:

- any specified duties of the placement
- the location of the organization
- whether a “Police” or “Vulnerable Sector” Check/Screening required (Often you will be able to obtain this with the help of the organization once you have been accepted. If a placement requires one of these screenings but you do not have a valid one, please contact us at [ctlb03.utsc@utoronto.ca](mailto:ctlb03.utsc@utoronto.ca) )
- whether the opportunity might be of special interest to students in particular academic discipline of study (most often, students do not HAVE to be from the discipline that may be specified)

- which documents you will need to upload to apply for the placement (Application Form, PDF copy of your Academic History from ACORN, etc.)

### **To APPLY For A Placement Opportunity Of Interest:**

*Be sure that you have **requested** CTLB03 Winter 2022 on **ACORN**. You will have **“INTerim”** status and will only be officially enrolled when you have been accepted into a placement. **It doesn't matter if you are on the Waitlist, just apply to a placement and if you are accepted, we will directly enrol you into the course.***

- **Download the application form** (Word document) using the link located below the placement description. Fill it out, save and name the file including your name and the placement (eg. D\_Banton-Raptors Guard).
- Click the **“Apply”** button at the bottom of the page.

*You will be taken to the **“Apply to”** page. Now you will be (1) creating an **“Application Package”** (consisting of your required documents) and then (2) uploading your **“Application Package”**.*

The first section block on the page indicates which forms are required to make up your Application Package.

The second section block allows you to create your Application Package:

- Go down to where it displays **“Apply/Applied With”** and select the **“Create a new package”** option (in blue type. **DO NOT yet click on the on the “-- Select -- “drop down menu!”**)
- You are now on the **“Create Application Package”** page. Give the Application Package, which you are about to create, a name which indicates your name and the placement you are applying to.
- For each required document (e.g. PDF copy of your Academic History from ACORN and filled-out version of the application form that was downloaded from the placement description page), click the **“Upload New”** button to upload. **(Do NOT click on the “– select existing – “drop down menu.”)**

If there are any additional documents you would like to include in your Application Package (e.g. CV, training certificate, work sample, etc.), click on the **“Upload a document”** button. *(Such additional documents are not necessary unless specifically requested in the placement description, but can be included.)*

- Click the **“Apply”** button to create your Application Package.
- You will returned to the **“Apply to”** page. Now, under **“Apply/Applied With”**, you can click on the **“– Select – “ drop down menu** and select your **Application Package**.
- Finally, click the **“Apply”** button **again**.

You will be returned to the placement description page and if your application submission was successful, a green box with the words “**Success. Application successfully submitted.**” will briefly appear at the top of the screen once. If you do not see this message, please contact us at [ctlb03.utsc@utoronto.ca](mailto:ctlb03.utsc@utoronto.ca) .

*Once your Application Package has been submitted, all you can do now is wait for us to email you (from [ctlb03.utsc@utoronto.ca](mailto:ctlb03.utsc@utoronto.ca)). Some placement supervisors may contact applicants to arrange an interview. Otherwise, you will be contacted by us to let you know if your application was accepted or declined. This waiting period may take a few weeks.*

*If your application was declined, we encourage you to apply for another placement of interest or enroll into another course.*

***Only if your application was accepted, will you move onto Step 3. Your acceptance email will include forms to be filled out.***

### Step 3: “Upload Forms to be Completed by Student Only”

Of the five forms attached to your acceptance email, TWO require ONLY THE STUDENT to sign, and not the supervisor:

- “**Student Declaration of Understanding**”. To be signed to certify that you understand that you have insurance coverage.
- “**Student Liability Form**”.

Read through, sign and upload these two forms to be able to move onto the last step, Step 4.

### Step 4: “Upload Forms to be Signed by Placement Supervisor”

Of the five forms attached to your acceptance email, THREE require your placement supervisor’s signature.

- “**Memorandum of Understanding**”. To completed by **BOTH student** and supervisor.
- “**Letter to Placement Employers**” (Process for Workplace Insurance for Postsecondary Students on Unpaid Work Placements). To be signed by **PLACEMENT SUPERVISOR ONLY**.
- “**Confidentiality Form**” To be signed by **student** and **WITNESSED (signed)** by **Placement Supervisor**

Once you have uploaded these forms, you have completed the application process on CLNx.

Congratulations! Your enrolment on ACORN will also change to APProved and you will have access to the course Quercus.