SFU myExperience Co-op Employer Guide

Login

Visit SFU myExperience’s login page at www.sfu.ca/wil/myexperience

Clicking the blue “Employer Sign In” button will redirect you to the SFU myExperience employer login portal.
If this is your first time logging into SFU myExperience, you will need to reset your password. Hover over Employers on the top red bar and select Forgot Password.
Fill in your email address into the Your Login ID field and click Email Reset Code. If your account exists in our system you see a Success message and the system will emailed you a Reset code to reset your password.

Reset Code: a06022ddc9263a51205830710f5f95c

Copy and paste the Reset Code and use it in Step 2 of the Forgot Password page.
If your email is not in our system when you try to use Email Reset Code, you may get the following Error.

![Error Screen](image)

You will need to select Employers Registration from the Employer drop down to create a new account.

![Registration Screen](image)
Follow the screens and fill in as much information as you can. All fields with a (*) are mandatory and cannot be skipped.

Employers Registration

Note: If you have worked with SFU Co-operative Education, Career Services or Volunteer Services in the past, you may already have an account with us. In that case, please go to the ‘Employers’ drop down at the top of this page and select ‘Forgot Password’. Follow the instructions to reveal your password.

Organization Information

* Organization Name

* Primary Industry

Website

Upload Company Logo

You will be asked to create a Division record in SFU myExperience. If your organization does not have a division, just use your Organization’s name as the Division name.

Division Information

Copy field values from Organization

**CATEGORY 1**

* Division Name

This will be the same as your organization's name if you do not work in a specific division or department.

* Address 1

Address 2

* City

* Province/State

* Postal/Zip Code

* Country

Remember to click Submit Registration at the end of the form.
Updating Your Account’s Information

If this is your first time logging into SFU myExperience please update your account’s information under My Account.

Remember to click **Save** at the bottom of the page.

**Post a Job**

From your Dashboard, click the blue Post a Job button.
Select Experiential Learning Job Postings.

**Post a Job**

Please select where you would like to post the job:

- Career Job Postings
- Experiential Learning Job Postings

Fill in the fields. All mandatory fields have a (*) beside the field name. Include any additional info at the bottom of the posting if necessary. At the bottom of the form click **Submit Posting for Approval**.

On the next screen, ignore the qualifier questions and click the **Skip** button. These will be set by Co-op.

On the last screen, you can fill in any Employer Employment Details for Co-op staff to review. Remember to click the **Submit** button.

Your job has now been submitted for approval and your Co-op representative will contact you shortly.

After your job has been approved, if you make any edits, the job will immediately return to a **Pending for Approval** state and students will no longer be able to see your job posting until it is re-approved.