# Table of Contents

Logging In ......................................................................................................................................................... 3
Dashboard ............................................................................................................................................................ 4
  Quick Buttons ..................................................................................................................................................... 4
    - Search Postings ............................................................................................................................................... 4
    - Book an Appointment .................................................................................................................................. 4
    - Register for an Event .................................................................................................................................... 4
Dashboard Tab – Overview (Quickly View) ........................................................................................................ 4
    - Your Messages ................................................................................................................................................ 4
    - Your Upcoming Schedule .......................................................................................................................... 4
    - Announcements/News ................................................................................................................................... 4
    - Upcoming Events/Workshops ..................................................................................................................... 4
My Account Tab – Preferred Contact Info ....................................................................................................... 5
Career Services Module .................................................................................................................................... 5
  Job Postings ....................................................................................................................................................... 5
    Search Job Postings .......................................................................................................................................... 5
Applications ............................................................................................................................................................ 6
  Appointments Calendar .................................................................................................................................... 6
  Events Calendar .................................................................................................................................................. 6
Experiential Learning (Co-op) Module ............................................................................................................... 6
  Joining the SFU Co-op Program ....................................................................................................................... 6
Logging In

1. Go to the following URL: www.sfu.ca/wil/myexperience

2. Click the “Student Sign-In” button to log in

3. Log in with your SFU computing ID and password (Alumni who have forgotten their computing ID or need to reset their password please go to http://www.sfu.ca/alumni/benefits/itservices/emailforwarding/about/reactivate-account.html) If you have trouble logging in, please email my_experience@sfu.ca with your full name and student number.
Dashboard

Quick Buttons

- Search Postings
  - Search for Career Service or Volunteer postings. Co-op job post postings are restricted to SFU Co-op students only.

- Book an Appointment
  - (Co-op students only) Book an appointment with your advisor if available.

- Register for an Event
  - Register for a Career Services session.

Dashboard Tab – Overview (Quickly View)

- Your Messages
- Your Upcoming Schedule
- Announcements/News
- Upcoming Events/Workshops
My Account Tab – Preferred Contact Info
Please fill in your preferred contact and additional info here along with a recent photo (optional).

Career Services Module

Job Postings
All Career Services job postings and Volunteer opportunities are visible to all SFU students and alumni.

Search Job Postings
View all postings or narrow search by industry for full time/part time, long term/short term career opportunities, exchanges, and internships.

“Shortlist” (favourite) jobs for easy retrieval and follow instructions on the job description to directly apply to employers.
Applications
Quickly view any jobs that you have tagged as “Expressed Intention to Apply”.

Note: you still need to send your application package directly to the employer as per the instructions on the job description.

Appointments Calendar
Visit the SFU Career Services page at www.sfu.ca/career to book a career counseling appointment.

Events Calendar
View and register for upcoming Career Services related events.

Double click on an event to view its details and registration information.

Use the “Toggle Filters” button to view the events calendar by event type.

Experiential Learning (Co-op) Module
If you are a current SFU student consider joining the SFU Co-operative Education program!

Additional information on the benefits on joining SFU Co-op can be found at www.sfu.ca/coop.

Joining the SFU Co-op Program
To join the SFU Co-op program, click on the link relevant to your area of study and complete the co-op application form.
Note: application fees apply (see www.sfu.ca/coop/apply for more information). Please allow up to 10 business days for application processing. If you have not received updates on your Co-op application, contact the relevant co-op office at www.sfu.ca/coop/contact.