# 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 (Quick View of) .................................................................... 4
  • Your Messages ............................................................................................................ 4
  • Your Upcoming Schedule ......................................................................................... 4
  • Announcements/News ............................................................................................... 4
  • Upcoming Events/Workshops ................................................................................... 4

My Account Tab – Preferred Contact Info ....................................................................... 5

Career (Career Services Module) ..................................................................................... 5

Experiential Learning (Co-op Module) ............................................................................ 6
  Overview ....................................................................................................................... 6
  Quick Buttons ................................................................................................................ 6
    • Documents ............................................................................................................... 6
    • Postings ................................................................................................................... 6
    • Applications ............................................................................................................ 6
    • Interviews ............................................................................................................... 6

Documents ....................................................................................................................... 7
  Uploading a Document .................................................................................................. 7

Job Postings ..................................................................................................................... 8
  Searching Jobs ................................................................................................................ 8
  Viewing Job Descriptions ............................................................................................. 9
  Qualifying for Jobs ......................................................................................................... 10
  Applying to Jobs ........................................................................................................... 11

Interviews ........................................................................................................................ 12

Appointments Calendar .................................................................................................. 13

Events Calendar ............................................................................................................. 15
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.

(If you have trouble logging in, please email my_experience@sfu.ca for help. Include your full name, student number and a screenshot or brief description of your issue/error.)
Dashboard

Quick Buttons

- Search Postings
  - Quickly access Co-op job postings if you have been released for seeking.

- Book an Appointment
  - Book an appointment with your Co-op advisor/coordinator if available.

- Register for an Event
  - Quickly register for a Co-op event (workshop, info-session, etc.) here.

Dashboard Tab – Overview (Quick View of)

- Your Messages
- Your Upcoming Schedule
- Announcements/News
- Upcoming Events/Workshops
My Account Tab – Preferred Contact Info

Fill in your preferred contact and additional info here along with a recent headshot photo.

This section is mandatory for SFU Co-op students if your program requires them.

Remember to click “Save” at the bottom of the screen to save your changes.

Career (Career Services Module)

Feel free to access the services provided by SFU Career Services (available to all SFU students and alumni).

Download the “SFU myExperience Quick Tips Guide for SFU Students and Alumni” from www.sfu.ca/wil/myexperience for additional info.
Experiential Learning (Co-op Module)

Overview
Once you have been accepted in the SFU Co-op program or if Co-op is mandatory in your area of study you will see your default practicum record.

If you cannot see your practicum record or your application is still pending, contact your Co-op department at www.sfu.ca/coop/contact for additional information. If you have not applied to SFU Co-op, visit www.sfu.ca/coop/apply for more information on the benefits of Co-op and the Co-op program.

Quick Buttons

- **Documents**
  Upload your Co-op documents (resume, cover letter, SIS form etc.) into your Documents area.
- **Postings**
  View and apply to Co-op jobs if you have been released for seeking.
- **Applications**
  View any job applications you have submitted and see their status.
- **Interviews**
  View your list of upcoming/past interviews and additional info if you have been shortlisted.
Documents

Upload your seeking documents and create application packages here.

Note that the maximum file size for any document is 10 MB per document.

Please follow the instructions at the top of this section if you are having trouble uploading your SFU Unofficial Co-op Transcript.

Uploading a Document

Fill in the name of your document (Resume, Cover Letter, SIS etc.), select the corresponding document type and choose the file saved on your computer.

Remember to click the “Upload Document” button.
Job Postings

View Co-op job postings here.

If you have indicated to your Co-op department that you wish to view Co-op jobs and have been released for seeking you will now have access to view Co-op jobs for that seeking term(s).

If you have not been released for seeking you will not have access to Co-op jobs.

Please contact your Co-op department at www.sfu.ca/coop/contact for an update to your release status.

Searching Jobs

There are four ways to search Co-op job postings:

1) “View All Available Postings” and “Advance Search” quick buttons
2) “Quick Searches” summary
3) “My Saved Searches” (saved under Advanced Search)
4) “Search Posting” to search by a specific job ID number
From your “Search Results” you can either “Shortlist” (favourite) a job for future reference or “Apply” to a job if you have your application documents ready.

Viewing Job Descriptions
Slide the scroll bar to the right to quickly see additional information about the jobs.

Click on the job’s “Job Title” to view the job’s details.
Qualifying for Jobs

Some jobs may have “qualifiers” (restrictions) so you may not be able to apply.

Qualifiers include minimum GPA, citizenship, and degree level (Masters, PhD).
Applying to Jobs

In order to apply to jobs, you need to have your seeking documents uploaded into your Documents section otherwise you will be warned about the missing documents.

If you are having difficulties applying to jobs with your SFU Unofficial Co-op Transcript, see the above “Documents” section for additional instructions.

After you have uploaded your documents (see Documents section for additional instructions), you can apply to the job by “Creating a Customized Application Package” and selecting the appropriate documents you have uploaded. Be sure to give your application package a unique name (e.g. Job ID # - company name – job title).

Remember to click the “Submit Application” button.
Interviews

View any interviews you have been shortlisted for in this section.

Click the “View” button to view the interview details and to book an unscheduled interview timeslot.

Click “Book My Interview Appointment” button to book your interview time slot.
Appointments Calendar

If your Co-op department uses the myExperience appointment calendar for booking appointments, you can find your department’s advisor or coordinator schedule by clicking the “View Calendar” button.

Select the “Toggle Filters” button to view your coordinator/advisor’s schedule.

Select your coordinator/advisor appointment provider(s) from the list (uncheck the rest) and select the appointment type(s) you wish to see. Click the X button in the top right to close and apply the filter.
Click the “Today” button if the calendar does not automatically refresh in your browser after filtering.

Click on any of the “Open” advising slots to book your appointment.

Fill in the “Appointment Type”, your “Local Phone #” and any notes/comments about the advising appointment you may have for your advisor/coordinator.

Remember to click the “Book Appointment” button at the bottom.
Events Calendar

This calendar houses all the workshops and events open to Co-op students.

Click the “Toggle Filters” button to see or hide specific workshops.

Clicking on an event in the calendar allows you view the details and register for the event.

Remember to click the “Register for this event” button.

If the event allows for it you may be able to cancel your registration or sign up on the wait-list when the registration is full.