

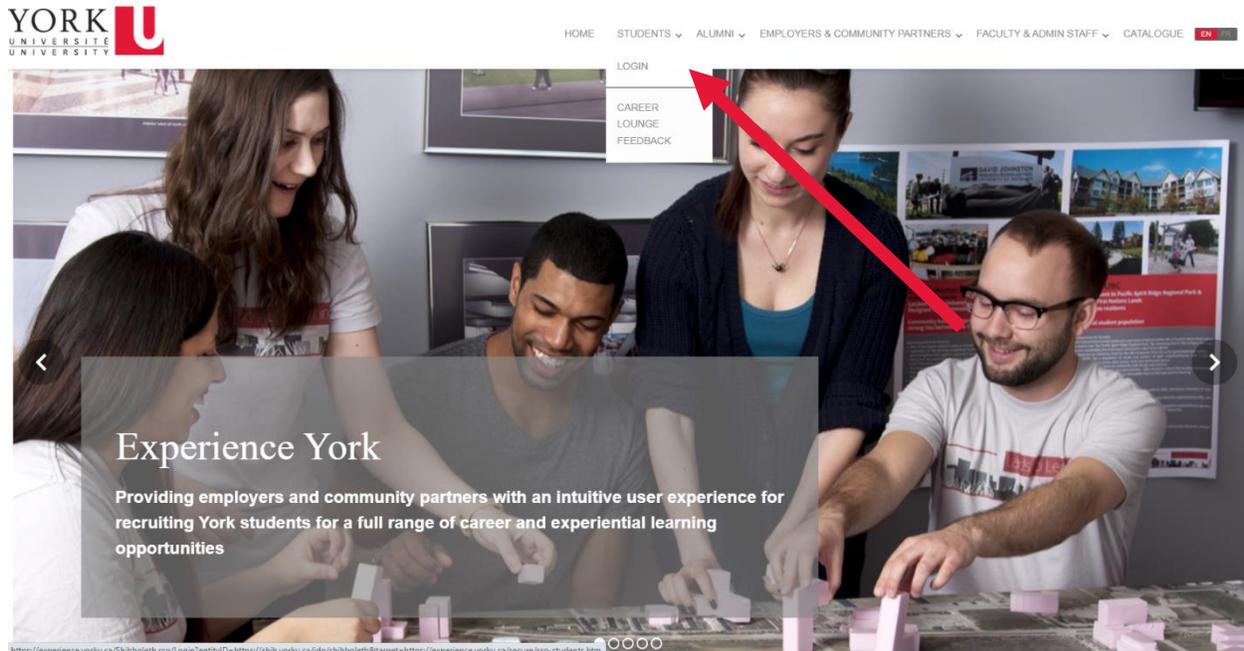
## Work/Study Journals Getting Started

### Step 1. Experience York

Visit <https://experience.yorku.ca/home/home.htm>.

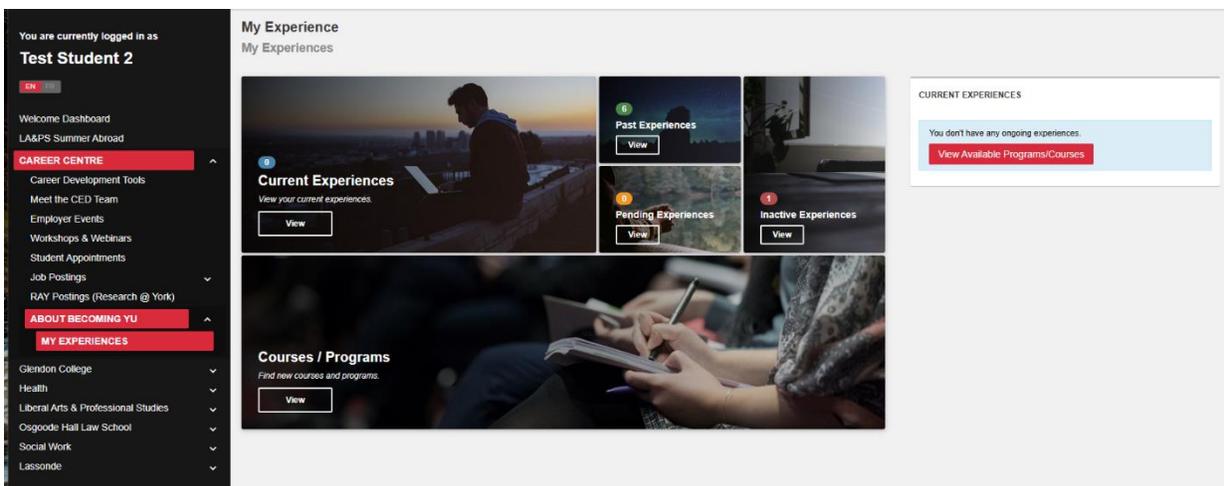
### Step 2. Log In

On the top, click on the “students” tab and click “login” and log in using your **STUDENT ID**.



### Step 3. Find Becoming YU

On the left-hand side, go to “**CAREER CENTRE**”, then “**ABOUT BECOMING YU**” and then “**MY EXPERIENCES**” to search for the Work/Study Journals for Summer 2025.



## Step 4. Find W/S – Work Study Summer 2025

In “**COURSE/PROGRAMS**”, click on “**VIEW**” to find the Summer 2025 program.

The screenshot shows a user interface for 'My Experience'. On the left is a dark sidebar with navigation options: 'CAREER CENTRE', 'ABOUT BECOMING YU', and 'MY EXPERIENCES'. The main content area is titled 'My Experience' and 'My Experiences'. It features three cards: 'Current Experiences', 'Past Experiences', and 'Pending Experiences'. Below these is a larger card for 'Courses / Programs' with a 'View' button, which is highlighted by a red arrow. To the right, a 'CURRENT EXPERIENCES' box states 'You don't have any ongoing experiences.' and includes a 'View Available Programs/Courses' button.

## Step 5. Enroll in Summer 2025 Program

Find the “**SUMMER 2025 – W/S – WORK/STUDY**” program and click on “**APPLY**” button to enroll and click on “**YES**” for confirmation.

The screenshot shows the 'Available Programs/Courses' page. It includes a search and filter section with an 'Apply' button. A list of programs is displayed, with the 'Summer 2025 W/S - Work/Study' program highlighted by a red arrow. The program description states: 'Our Work/Study program gives eligible undergraduate students paid, on-campus work that develops professional skills and contributes to the University. By participating in the Work/Study program, it will enrich your classroom experiences by providing you with supports and tools needed to develop competencies that will contribute to your long-term personal and professional success.' Below the description are 'Apply' and 'See More' buttons.

## Step 6. Create Placement Record and Begin Conversation Journal Entry #1

Underneath “**CONVERSTION JOURNAL ENTRY 1**”, click on “**CREATE PLACEMENT RECORD**” and start filling out your Conversation Journal Entry #1.

The screenshot displays the user interface for the Work/Study program. On the left is a dark sidebar with navigation options: 'You are currently logged in as Test Student 2', 'Welcome Dashboard', 'LA&PS Summer Abroad', 'CAREER CENTRE' (highlighted), 'ABOUT BECOMING YU', and 'MY EXPERIENCES'. The main content area shows 'Test, your details for: W/S - Work/Study (Summer 2025)'. Under 'Work Study', there are two panels: 'PLACEMENT' (with a message 'You haven't been placed yet') and 'STEPS'. The 'STEPS' panel indicates 'This experience has 5 step(s). You've completed 0 of the 5 required step(s)'. A list of steps is shown: 1. 'Conversation Journal Entry 1' (with a 'Current Step' label and a red 'Create Placement Record' button), 2. 'Wait for Admin Approval', 3. 'Coach Mid-Way Check In', 4. 'Wait for Admin Approval', and 5. 'Conversation Journal Entry 2'. A red arrow points to the 'Create Placement Record' button. On the right, there are sections for 'Your Progress' (0 of 1 experiences completed) and 'Options' (0 Resources).

## Step 7. Conversation Journal Entry #1

For the Conversation Journal Entry, you will be asked to fill out your position information, your assigned coach's information, complete the “**You've Got Skills**” module, and reflect on your skills and goals that you would like to achieve by the end of your experience. You will be asked to hit submit for approval.