MOUNT ROYAL UNIVERSITY Career Services

Applying to Co-op: A Step-by-Step Guide

To apply to a Mount Royal Co-operative Education program:

1. Login to <u>MyCareerHub</u> using your MyMRU username and password; you will arrive at the student dashboard (*see screenshot below*).



2. Click on *Work Experience* in the left navigation menu. If using a mobile device, click on the 3 horizontal bars in the upper right corner (*yellow square added for emphasis*) to open the navigation menu, then click on *Work Experience (see screenshots, next page)*.



3. Scroll down to view Co-op programs accepting applications; clicking on a program name will open the Co-op application for that program (*see screenshot, below*).

OVERVIEW	
Dashboard	Work Experience Record
Central: Student and v Graduate	Welcome to Career Services Co-operative Education and work experience.
WORK EXPERIENCE ^	Prospective Co-op Students Visit our website for information about your program's admission requirements, Co-op program tuition, how the Co-op program works, and the application process. Co-op is available in the following programs:
Appointments Calendar Events Calendar Student Learning ~ Services Logout	 Bachelor of Business Administration Bachelor of Science - Computer Science All students who have been admitted into or have applied to one of the above programs can apply to Co-op. Apply to Co-op: Online applications will be accepted for Fall 2021 starting at 9 a.m. on Feb. 1, 2021. Apply early to secure your spot! Current Co-op and Work Experience Students who are registered in Co-op or work experience programs and have met specific program requirements. If you have questions about your program prerequisites, please contact your work experience coordinator. All MRU Students Students not in Co-op or work experience can view jobs on the Central: Student and Graduate job board. New jobs are posted every business day, including part-time, full-time, seasonal, contract and graduate level opportunities. For career and employment support, contact Career Services at 403.440.6307 or studentjobs@mtroyal.ca.
	Please select the Co-op Program to which you are applying:
	Fall 2021 - ACCT-Accounting

4. Complete the online application form and click the blue *Submit Application* button (see screenshot below).

Dashboard Central: Student and Graduate	~	* Telephone Number: 👔	Please enter a telephone number where we can reach you (e.g., 403-111-2222).
WORK EXPERIENCE	DS	VOLUNTEER AND WORK EXPERIENCE	
Appointments Calendar Events Calendar			Applicants need to have completed a minimum of 450 hours of work and/or volunteer experience within the last 3 years (experience does not have to be career-related).
Student Learning Services	~	* Do you have 450 hours of volunteer and/or work experience?	yes● No
Logout		* Briefly describe your volunteer/work experience below:	List the organization(s), your title(s) or role(s), and the approximate dates (month/year).
		To complete your application to ACCT-Accounting please Submit Application	click on "Submit Application" below. If you would like to apply to a different program click here.

5. **You're done!** You will receive an email within 10 business days with notification of your application status. If you have any questions, contact Career Services at <u>workexperiencejobs@mtroyal.ca</u>.