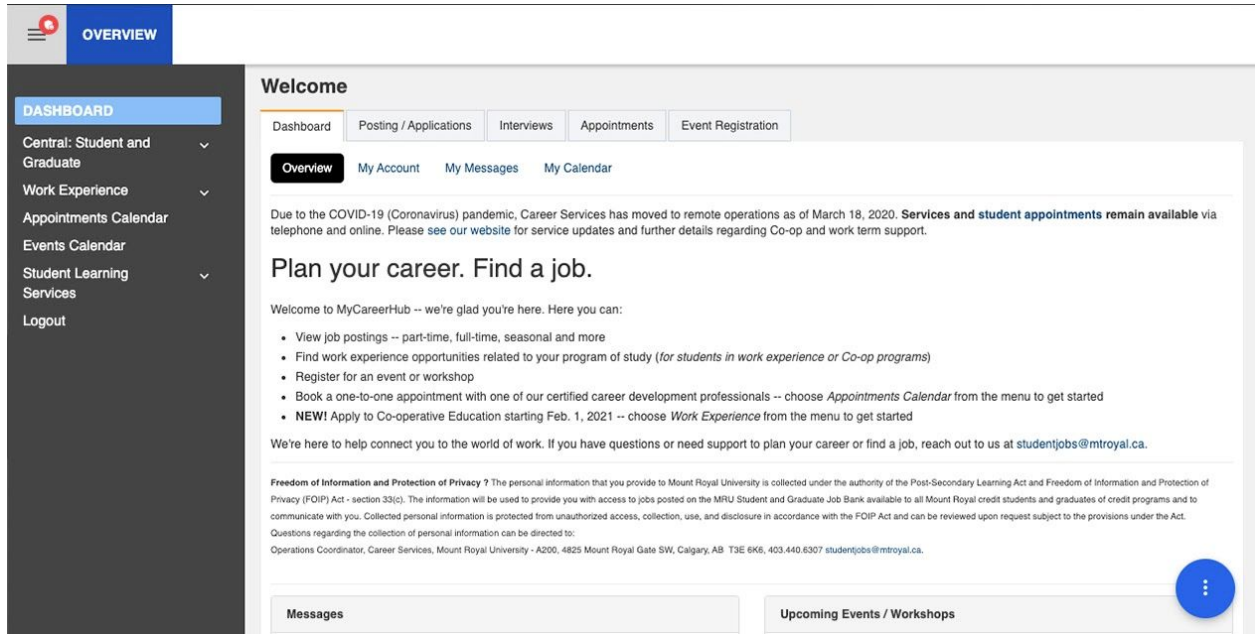


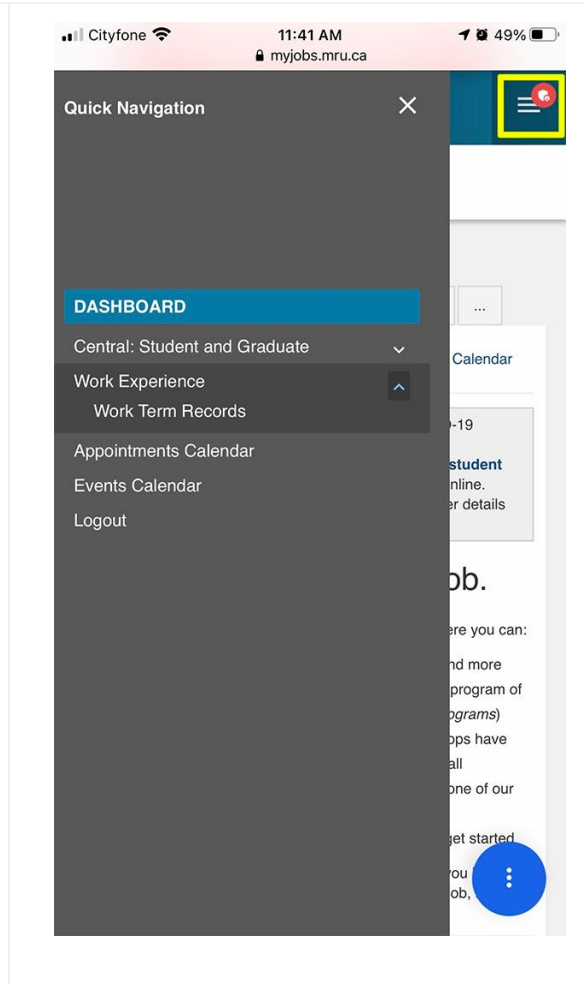
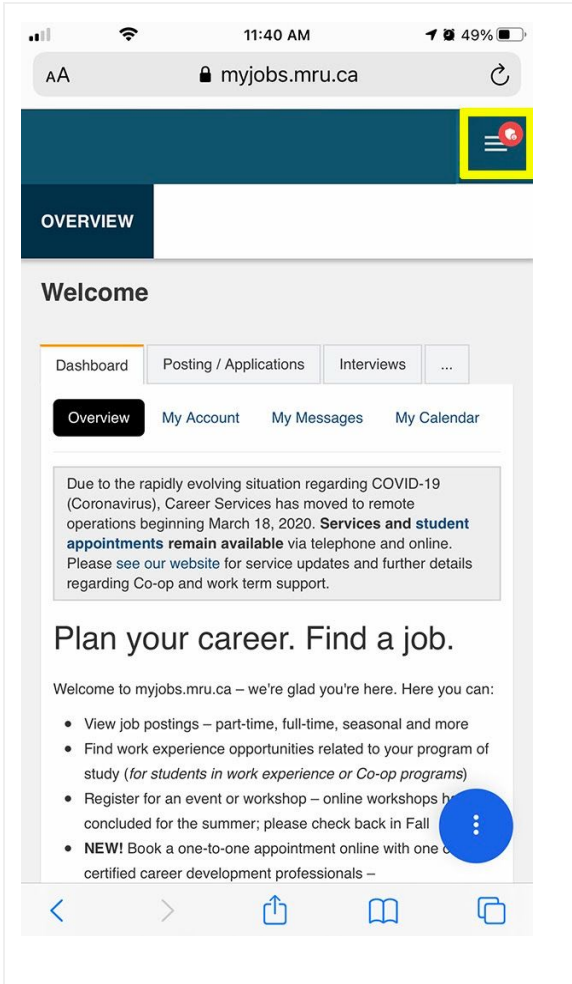
Applying to Co-op: A Step-by-Step Guide

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

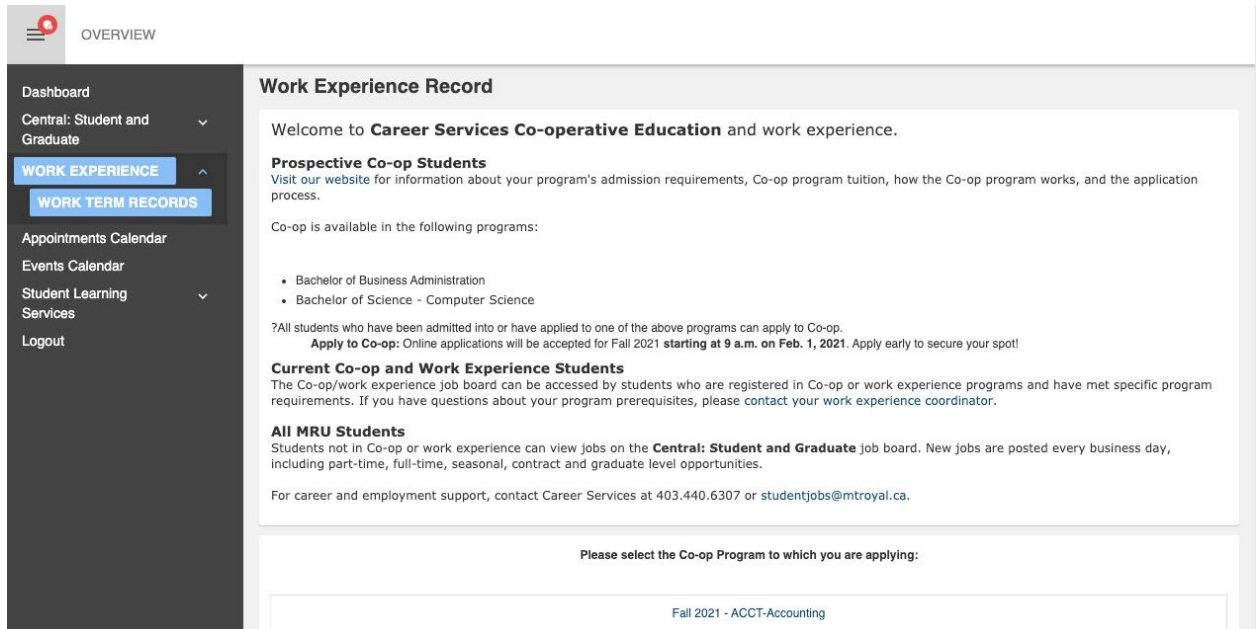
1. Login to [MyCareerHub](#) using your MyMRU username and password; you will arrive at the student dashboard (see screenshot below).



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).



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

Dashboard
Central: Student and Graduate

WORK EXPERIENCE
WORK TERM RECORDS

Appointments Calendar
Events Calendar
Student Learning Services
Logout

Please enter a telephone number where we can reach you (e.g., 403-111-2222).

* Telephone Number:

VOLUNTEER AND WORK EXPERIENCE

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).

* Do you have 450 hours of volunteer and/or work experience?
 Yes
 No

* 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 click on "Submit Application" below. If you would like to apply to a different program [click here](#).

Submit Application

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