

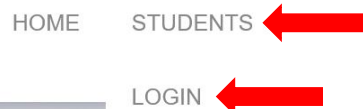
# FACC 6850 Pre-Registration Course Student Tutorial

Students interested in the FACC 6850 Placement Course, will be enrolled in a pre-registration course to answer a questionnaire and upload relevant documents. Please refer to this tutorial if you have any questions.

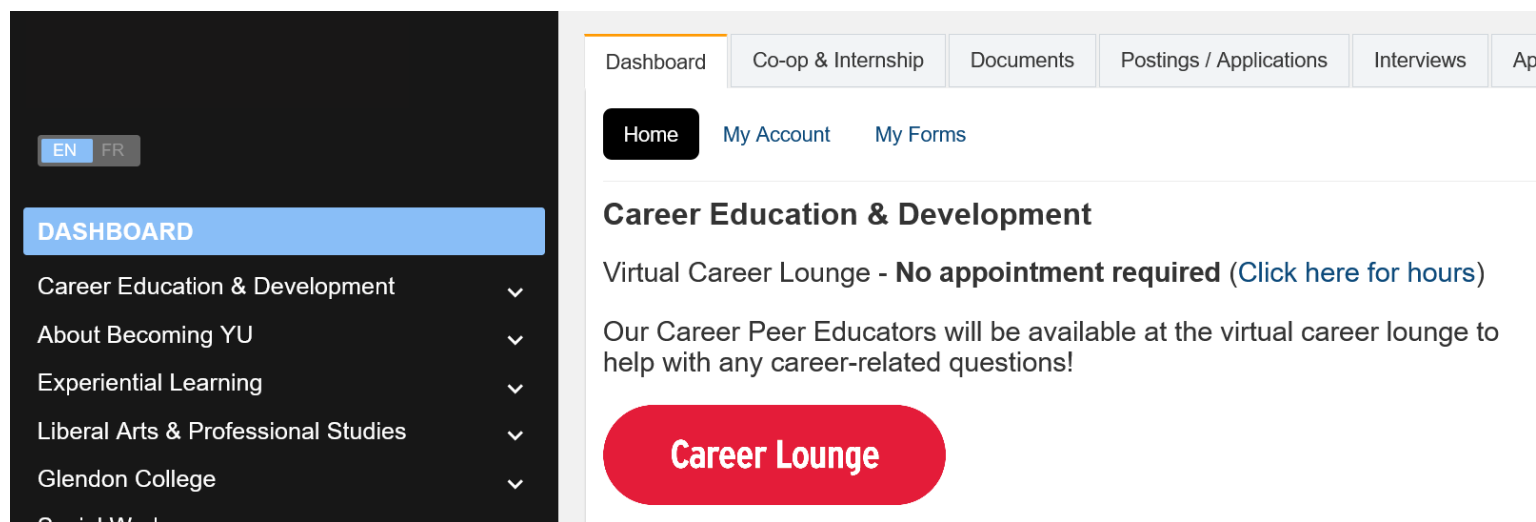
## Step 1:

Once you indicate your interest in the FACC 6850 placement course, you will be enrolled in a Orbis (Experience York) module: FACC Pre-Registration. To log into Orbis:

- Click [here](#) to access the Experience York website
- Click on Students → Login, and sign in with your Passport York username and password



- Once you sign in, you will see the following page:



- Click on Liberal Arts & Professional Studies → Placement Courses:



- Click on the FACC Pre-Registration course listed under Current Experiences:

The screenshot shows a user interface for FACC Pre-Registration. On the left is a dark sidebar with navigation links: Dashboard, Career Education & Development, About Becoming YU, Experiential Learning, LIBERAL ARTS & PROFESSIONAL STUDIES (highlighted), About LA&PS, Events & Workshops, Internship Program, and PLACEMENT COURSES (highlighted). The main content area has a header with 'EN' and 'FR' tabs. Below the header, there's a 'Current Experiences' section with a large image of a person sitting on a ledge. To the right of this image are three smaller cards: 'Past Experiences' (0), 'Pending Experiences' (0), and 'Inactive Experiences' (0), each with a 'View' button. On the far right, there's a 'CURRENT EXPERIENCES' panel showing '2021 Summer' and '- FACC Pre-Registration' with '0 of 1 experiences completed'. A red arrow points to this section. Below the main image, there's a 'View your current experiences.' link and a 'View' button.

## Step 2:

Follow the steps in order: Click 'Accept Terms and Conditions', read over the terms and click accept. Once you click accept, you will be brought back to this page to proceed with Step 2.

### STEPS

This experience has 5 step(s). You've completed 0 of the 5 required step(s).

The screenshot shows a list of 5 steps for the FACC Pre-Registration process. Step 1, 'FACC Overview', is highlighted with a blue circle containing the number 1. It includes the text 'Please read the information below for more information regarding the FACC Pre-Registration Module.' and a red button labeled 'Accept Terms and Conditions' with a red arrow pointing to it. Steps 2 through 5 are listed below with expand/collapse arrows: '2 Questionnaire', '3 Upload Documents', '4 Job Search or Confirm Placement Details', and '5 Enrollment in FACC 6850 Course in Progress'.

### Step 3:

Click 'Answer Questionnaire' to complete. Once you complete the questionnaire, make sure to click 'Submit'. Your questionnaire answers will need to be approved by an MIAB Coordinator before you can move onto the next step.


2

Current Step

#### Questionnaire

Please complete the survey by clicking the button below.  
If you would like to edit your survey answers, please e-mail: miabstud@yorku.ca

Answer Questionnaire



### Step 4:

Once your questionnaire answers have been approved, you can move onto the next step. Before you begin this step, make sure you have your study permit, co-op work permit, resume, YorkU transcript (unofficial), additional transcripts (if any), bio, and cover letter prepared. Your documents will need to be approved by an MIAB Coordinator before you can move onto the next step.

3


Current Step

#### Upload Documents

Before beginning this section, please prepare:

- Study Permit
- Co-op Work Permit
- Resume
- YorkU Transcript
- Additional Transcript(s) \*optional
- Bio
- Cover Letter

Answer Questionnaire



### Step 5:

Once your documents have been approved, you can move onto the next step: Job Search or Confirm Placement Details. Click on 'Search Opportunities' to view job postings that have been posted by the MIAB Coordinators.


4

Current Step

#### Job Search or Confirm Placement Details

You can view the opportunities board to start your placement search. Once you've secured your placement, please enter your details by clicking 'Create a Placement Record'. The EE Office will review your record and enroll you in a second course on this platform. You will be sent instructions on how to accept terms/conditions and upload your health & safety checklist.

Search Opportunities Create Placement Record



Once you have found your placement, you need to submit that information onto Orbis as well. Click on 'Create Placement Record'.

4

Current Step

**Job Search or Confirm Placement Details**

You can view the opportunities board to start your placement search. Once you've secured your placement, please enter your details by clicking 'Create a Placement Record'. The EE Office will review your record and enroll you in a second course on this platform. You will be sent instructions on how to accept terms/conditions and upload your health & safety checklist.

Search Opportunities

Create Placement Record

Click 'Create Record' when the pop-up appears.

Create Placement Record

×

Once the Record is created, you will no longer be able to search for opportunities. Select 'Create Record' to proceed, or 'Close' to not create the record.

Create Record

Close

Fill out all the required placement details and click 'Save' when ready to submit or 'Save as Draft' if you need to come back and complete later. Once your placement information has been approved, the Experiential Education Coordinator will enroll you in the FACC 6850 course on Orbis for you to complete the placement paperwork. Students are responsible for enrolling in the course via the Registration & Enrolment Module on their own.

PLACEMENT DETAILS		SUPERVISOR INFORMATION
* Title	* Total Required Hours	* Supervisor First Name
* Organization	* Type of Placement	* Supervisor Last Name
* Placement Address	* Is your placement on-site or virtual?	* Supervisor Title
* Placement City		* Supervisor Email
* Placement Province		* Supervisor Phone
* Placement Postal Code		
* Placement Country		

**All steps are now complete! If you have any questions regarding the FACC 6850 Pre-Registration course, please e-mail [miabstud@yorku.ca](mailto:miabstud@yorku.ca) with your name and student number.**