

# Creating a Work Term Record for Co-op Program, Lassonde School of Engineering

1

Navigate to [orbis.lassonde.yorku.ca/student/login.htm](https://orbis.lassonde.yorku.ca/student/login.htm) and log-in with your account.

2

Click "menu"

The screenshot shows the user interface of the Lassonde School of Engineering Co-op Program dashboard. At the top, there is a dark grey header bar with a red button labeled "Log back in as Mayolyn". Below this is a navigation bar with a circular menu icon and a blue button labeled "OVERVIEW". The main content area is titled "Welcome len (TEST) roberto". Below the title is a horizontal menu with tabs: "Dashboard", "Co-op", "Documents", "Posting / Applications", "Interviews" (which is highlighted with a green "Modified" badge), "Appointments", "Event Registration", and "Outcome Car". Below the tabs is a sub-menu with buttons: "Overview" (highlighted), "My Account", "My Messages" (with a blue circle containing the number 2), and "My Forms". The main content area contains a message about email delivery, stating "DON'T MISS OUR EMAILS REGARDING JOBS, EVENTS AND WORK TERM COURSES." and "Many students are reaching out stating they are not receiving emails from us." It also mentions that every recipient server is different and may apply different spam filtering criteria, and advises users to add the email (lsecoop@lassonde.yorku.ca) to the Safe Senders list to improve email deliverability. On the right side, there is a box titled "Upcoming Events / Workshops" which contains the text "No upcoming events." At the bottom, there is a section titled "Please visit our website for information about".

### 3 Click "Co-op & Internship"

The screenshot shows a user dashboard for 'len (TEST) roberto'. On the left, a dark blue sidebar contains a menu with 'DASHBOARD' at the top, followed by 'Co-op & Internship' (which is highlighted with an orange circle), and then 'Jobs', 'External Job Postings', 'Documents', 'Applications', 'Interviews', 'Appointments', 'Events / Workshops', and 'Log out'. The main content area has a header 'Welcome len (TEST) roberto' and a navigation bar with tabs: 'Dashboard', 'Co-op', 'Documents', 'Posting / Applications', 'Interviews' (with a 'Modified' status), and 'Appointments'. Below the tabs, there are links for 'Overview', 'My Account', 'My Messages' (with a '2' badge), and 'My Forms'. The main content area displays a message about email delivery and a section titled 'Please visit our website for information about Winter 2024 registration and key deadlines'.

### 4 Scroll down to the term (summer/fall/winter) you will begin your work term. Click "Create Work Term Record"

The screenshot shows the 'CO-OP & INTERNSHIP' section of the dashboard. The sidebar menu has 'CO-OP & INTERNSHIP' highlighted. The main content area shows a 'Term: Fall 2023' section with a 'Work Term' subsection. A red button labeled 'Create Work Term Record' is highlighted with an orange circle. Below this, there is a 'Terms and Conditions Accepted' section with a 'Yes (Click Here to View)' link. At the bottom, a 'Job Search' section displays two statistics: 'New Postings Since Last Login' with a value of 61, and 'Number of applications' with a value of 2.

## 5 Fill in all the required details. Noted with an \*

**WORK TERM DATE RANGE**

Work Term Starting Date\*

09/05/2023

Work Term Ending Date\*

12/29/2023

**WORK TERM RECORD DETAILS**

\* Company

\* Division

\* HR/Tax Credit Contact Email

ex. user@domain.com

\* Student Job Title

\* Contact First Name

## 6 Don't forget to upload a copy of your contract or fill out the form to upload.

Logged in as **ten (TES 1) roberto**

Details

If you do not have the full contract yet, please fill out the [Registering a Co-op Job Offer Form](#) and the job offer came directly from the employer, attach a copy of the job offer letter here:

Upload New File

This field is required.

International Students Only - Co-op Work Permit. I have a valid Co-op work permit for the full duration of contract.

☐ SELECT ALL

Filter

☒ Yes

☐ No

☐ submitted application, permit is in-progress

☐ Permit application approved, waiting for physical copy

☐ Other:

any (contract)

Paid

Yes

7

After you have completed filling in the information, don't forget to save!

Roberto

Dashboard

**CO-OP & INTERNSHIP** ^

Terms and Conditions

Jobs

External Job Postings

Documents

Applications

Interviews

Appointments v

Events / Workshops v

Logout

Student Work City

\* Student Work Province

Student Work Postal Code

Student Work Email

Student Work Phone Number

**ADMIN INFORMATION**

\* Is the employment international?

☒ Yes

☐ No

Save Cancel