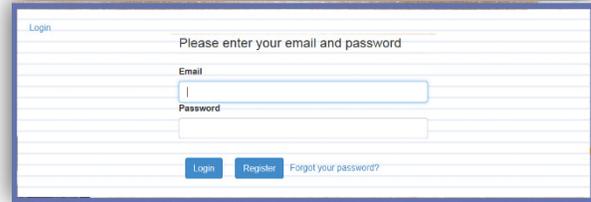


myPath Coop Portal: Student Instructions

How do I access the Coop Portal?

1. Log in to myPath.
2. On the dashboard, select Coop.
3. Select Go to Coop Portal.



How do I find coop placements?

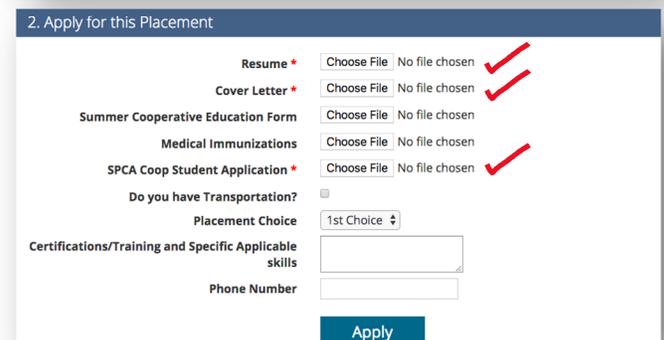
1. Before accessing the placements, you must consent to have your data shared with employers.
2. Select Placement Search.
3. A grid will appear. Click on Title, Employer or Location in the top row to sort the placements.
4. When you find a placement you are interested in, select it. A description of the placement will appear.



Title	Employer	Location
Lab Assistant	IAHS - MOHAWK	West Hamilton
Dr. Fang - Sensors for Smart Senior Homecare	MINDS - McMaster	West Hamilton
Dr. Murphy - Neurobiology of Vision	MINDS - McMaster	West Hamilton
Engineering Physics Co-op	McMaster Engineering Physics Department	West Hamilton

How do I apply for a coop placement?

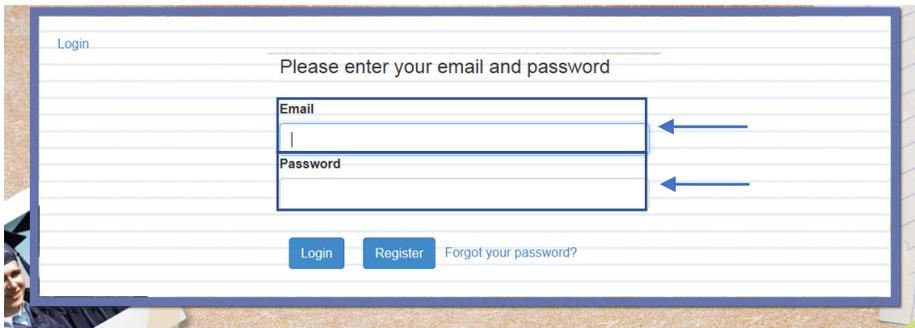
1. Before applying, make sure you have digital copies (**.pdf** or **.docx** files) of your resume and cover letter.
2. Look to the top, right side of the screen. Select Apply for this Placement.
3. For each position, there will be Employer File Upload Templates. These are specific forms that the employer's require all applicants to complete.
 - Download each file, fill it in and save your changes.
4. When you have completed all the forms, scroll to the Apply for this Placement section.
 - You must upload digital files (**.pdf** or **.docx**) for every requirement that has a red asterisk beside it.
5. There are additional fields to complete.
 - Identify if you have transportation: Personal (e.g. a car) or public (e.g. bus) transportation would apply.
 - Rank your choice: This will alert the Coop Portal administrator of your preference.
 - Include a phone number that can be used for contact purposes.
6. When you have completed all components, click Apply. The Coop Portal Administrator will receive your application.



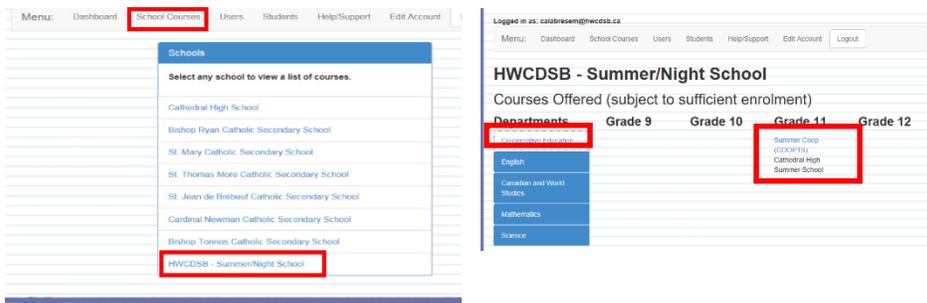
Summer School Student Instructions

HWCD SB students

1. Log in to myPath (or go to <https://my.pathtosuccess.ca/>)
2. Enter your login information



3. Select **“School Courses”** and then **“HWCD SB Summer/Night School”** (see example below):



Select the course
 (and location) you
 wish to take (then
 click “Register”).

Note: If you are placed on a waitlist the course is presently full. Students on a waitlist will automatically register for the class if more seats open up; the system will send an e-mail to alert you to this change in status

Reminder: Please see your guidance counsellor and obtain a signed copy of your **“Permission to Attend”** form found on www.stcharles.ca/ns



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Principal: Tim Hogan Vice-Principal: Maria Calabrese | St. Charles Centre, 150 East 5th Street, Hamilton, ON L9A2Z8
 T: 905.577.0555 F: 905.383.4436 E: info@stcharles.ca
www.stcharles.ca

Enroll today . . . Succeed tomorrow