

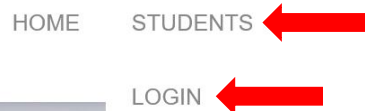
FACC 6850 Pre-Registration Orbis Platform (Student Tutorial)

Students interested in taking FACC 6850 should enroll in the FACC 6850 Pre-Registration Orbis Platform (FACC 6850 PROP). This must be used to complete a survey and upload relevant documents. Please refer to this student tutorial if you have any questions.

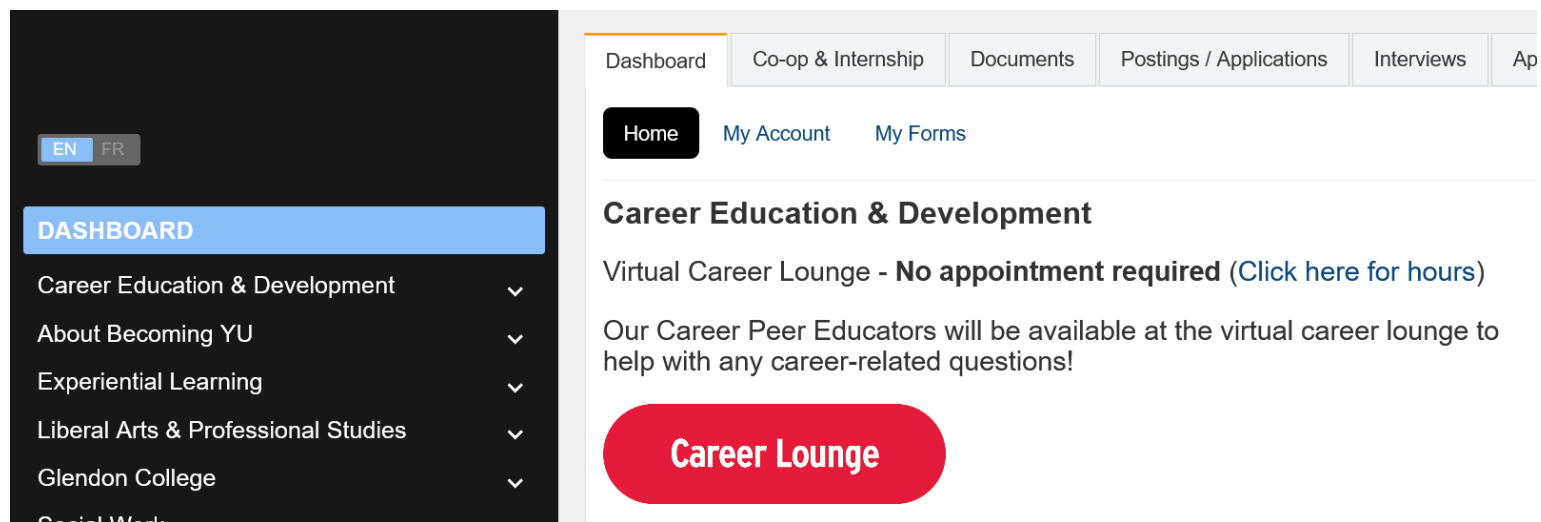
Step 1:

Once you indicate your interest in FACC 6850, you will be enrolled into FACC 6850 PROP on Orbis (Experience York). 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



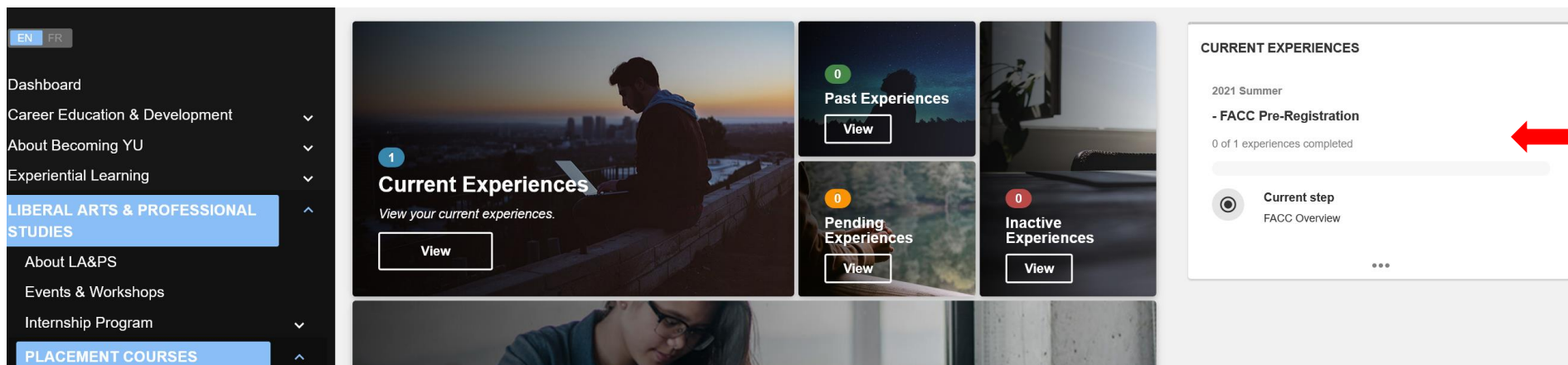
- Once you sign in, you will see the following page:



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



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

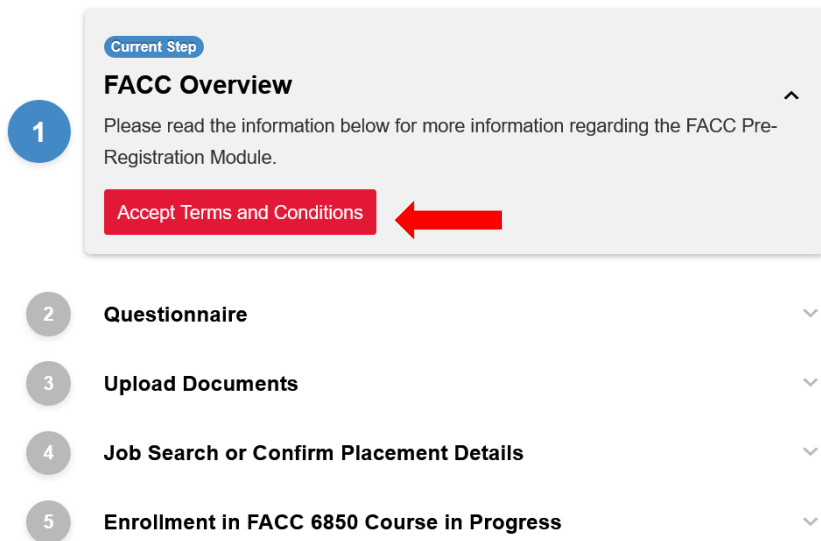


Step 2:

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.

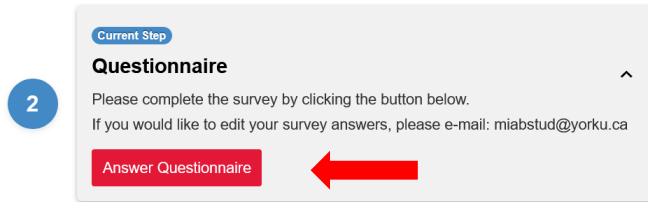
STEPS

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



Step 3:

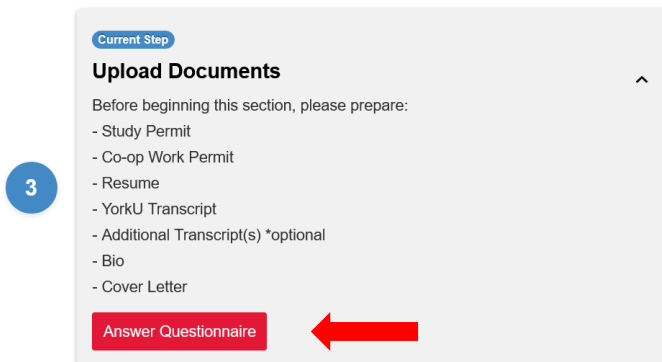
Click 'Answer Questionnaire' to complete. Once you complete the questionnaire, make sure to click 'Submit'. Your questionnaire answers will need to be approved by an MIAB Coordinator before you can move onto the next step.



A screenshot of a web interface for Step 3, titled "Questionnaire". On the left, a blue circle with the number "2" indicates the step. The main content area has a "Current Step" label at the top left. Below it, the title "Questionnaire" is followed by an upward-pointing chevron. The text reads: "Please complete the survey by clicking the button below. If you would like to edit your survey answers, please e-mail: miabstud@yorku.ca". At the bottom, there is a red button labeled "Answer Questionnaire". A red arrow points from the right towards this button.

Step 4:

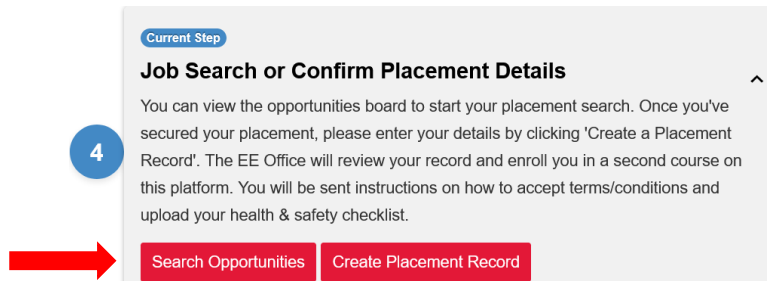
Once your questionnaire answers have been approved, you can move onto the next step. Before you begin this step, make sure you have your study permit, co-op work permit, resume, YorkU transcript (unofficial), additional transcripts (if any), bio, and cover letter prepared. Your documents will need to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



A screenshot of a web interface for Step 4, titled "Upload Documents". On the left, a blue circle with the number "3" indicates the step. The main content area has a "Current Step" label at the top left. Below it, the title "Upload Documents" is followed by an upward-pointing chevron. The text reads: "Before beginning this section, please prepare:". Below this is a list of items: "- Study Permit", "- Co-op Work Permit", "- Resume", "- YorkU Transcript", "- Additional Transcript(s) *optional", "- Bio", and "- Cover Letter". At the bottom, there is a red button labeled "Answer Questionnaire". A red arrow points from the right towards this button.

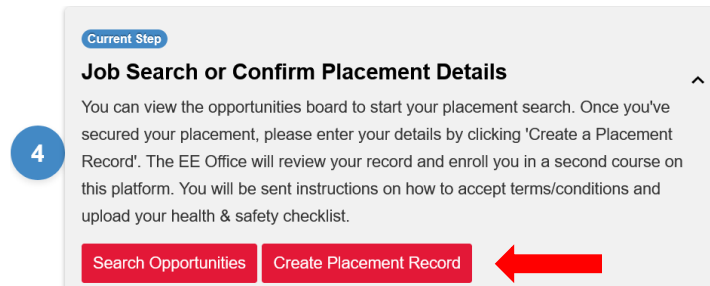
Step 5:

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.



A screenshot of a web interface for Step 5, titled "Job Search or Confirm Placement Details". On the left, a blue circle with the number "4" indicates the step. The main content area has a "Current Step" label at the top left. Below it, the title "Job Search or Confirm Placement Details" is followed by an upward-pointing chevron. The text reads: "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." At the bottom, there are two red buttons: "Search Opportunities" and "Create Placement Record". A red arrow points from the left towards the "Search Opportunities" button.

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



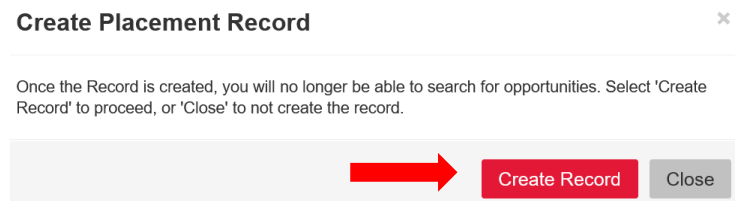
Current Step

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 official 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 PROP, please e-mail miabstud@yorku.ca with your name and student number.