

COMPASS TIP SHEET-LOG IN AND OUT



INSTITUTE FOR
CO-OPERATIVE EDUCATION

Overview

Everyone involved in the Institute for Co-operative Education uses COMPASS – staff, students and employers. It is the online tool that helps you manage all your activities related to the Institute for Co-operative Education. As a member of the Institute for Co-operative Education, you will use COMPASS to:

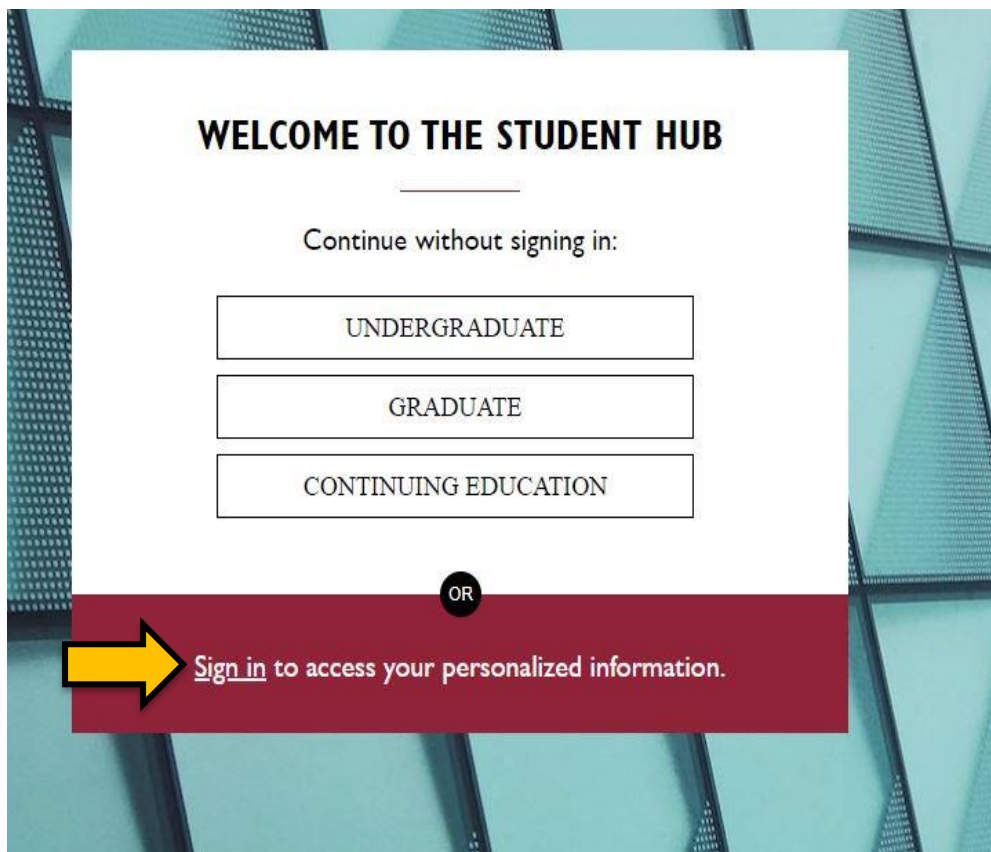
- Verify your sequence (study and work)
- Complete professional development requirements such as the Career Fundamentals Program
- Register for events
- Apply for jobs
- Submit academic requirements such as work term learning objectives and evaluation forms

Instructions

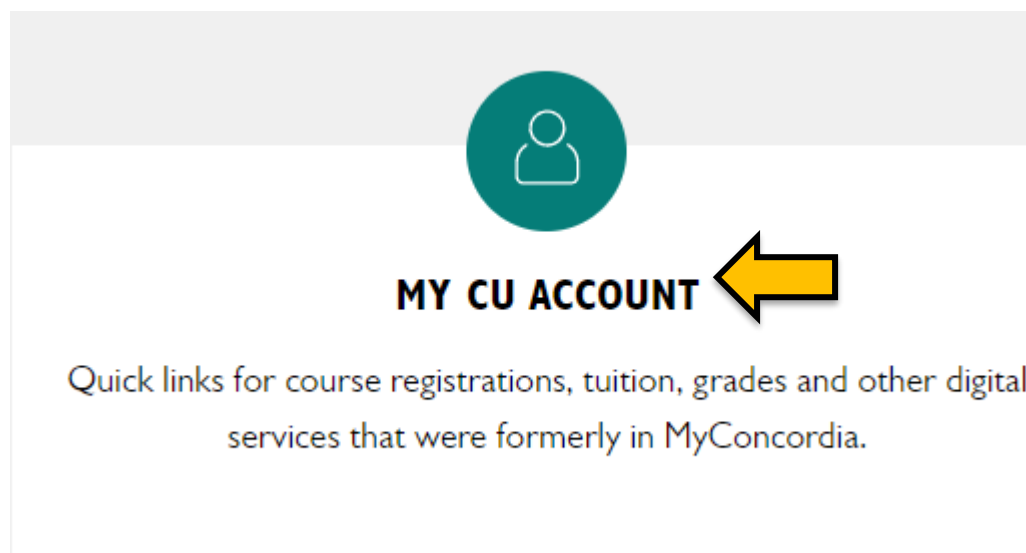
***Your view of Compass may look slightly different as user interface updates are made.**

***Ensure that your web browser allows pop-ups.**

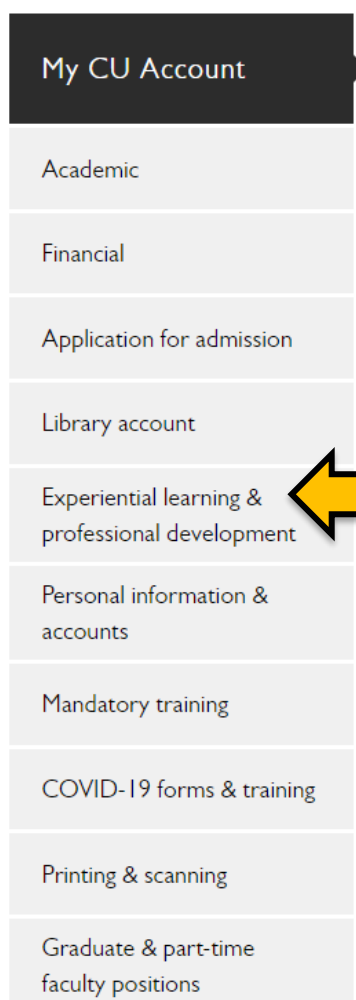
1. Sign in to the [Student Hub](#) with your netname and password.



2. Click MY CU ACCOUNT.



3. Under My CU Account, click Experiential learning & professional development.



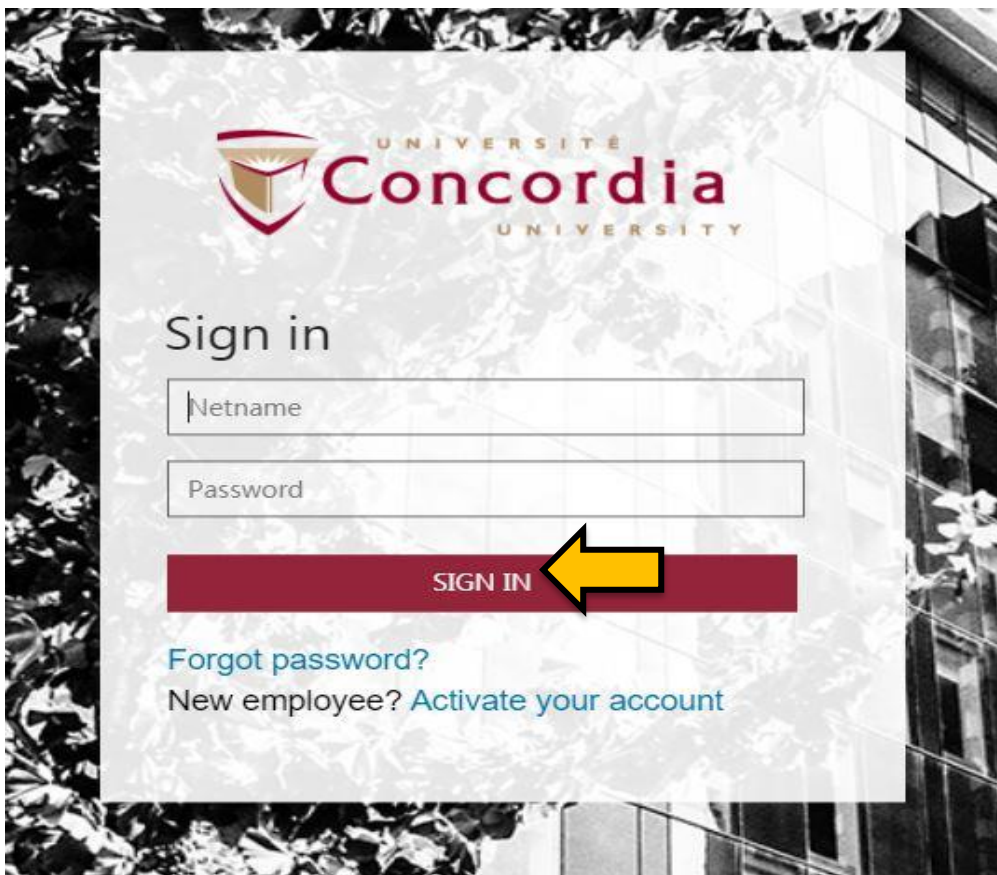
Please select a category from the menu on the left.

4. Click Access Co-op COMPASS.

The screenshot shows a user interface for 'My CU Account' with a sidebar on the left and a main content area titled 'My experiential learning & professional development'. The sidebar includes links for Academic, Financial, Application for admission, Library account, **Experiential learning & professional development** (highlighted with a green bar), Personal information & accounts, Mandatory training, COVID-19 forms & training, Printing & scanning, and Graduate & part-time faculty positions. The main content area features a grid of nine cards, each with a title, description, and 'Additional resources' link. A yellow arrow points to the 'Access Co-op COMPASS' card in the bottom-left position of the grid.

Card Title	Description	Additional Resources
Create/update experiential learning roadmap	Use this tool to integrate experiential learning activities into your student journey.	Learn more about experiential learning
Activate Udemu	Activate your account so you can access Udemu courses.	Learn more about Udemu
Access Udemu	Develop professional skills at your own pace with more than 5,000 courses to choose from.	Learn more about Udemu
Register for SSC events & workshops	Register for events and workshops hosted by the Student Success Centre (SSC).	Learn more about the Student Success Centre
Register for GradProSkills	Join professional development workshops designed for graduate students.	How to register/drop a GradProSkills workshop
View GradProSkills record of participation	Access an unofficial copy of your record of participation.	Learn more about your GradProSkills record of participation
Access Co-op COMPASS	Manage all your Co-op activities, including job applications, workshops and documentation.	Learn more about your Co-op
Visit Career Cruising	Explore your interests, learn about careers within various industries and find jobs. Get started with the login info below and then set up your own profile. User name: concordiauni	
Manage Co-Curricular Record	Add activities and positions to your CCR.	Learn more about your Co-Curricular Record

5. Sign in with your netname and password.



6. When you are finished using Compass, click Dashboard and then click Logout.

