Student Guide:
Creating Work Term Records

CAREER 360°

How do I create/edit my work term record?

1. Login to career360.smu.ca
2. On the left navigation bar click 'Co-op' to view your dashboard
3. On the right side of your dashboard, under 'Co-op Sequence', click on the name of the organization on the term you want to create/edit the work term record
4. Click blue 'Edit' button to fill in the correct work term details for that work term (i.e dates, contact information)
5. Review information and click blue 'Save' button once done

This only applies when you have secured a work term and you have all the accurate information about the term.