UNT | DALLAS™
UNIVERSITY OF NORTH TEXAS AT DALLAS
Experiential Learning at UNT Dallas

Experiential Learning Office
Experiential.Learning@untdallas.edu
972-338-1764 | www.untdallas.edu/el

COLLEGE CENTRAL NETWORK

Student Guide:

How to Record Your Service Using the Experiential Learning Module

UNT Dallas

www.collegecentral.com/untdallas/

Experiential Learning Office
Experiential.Learning@untdallas.edu
972-338-1764 I www.untdallas.edu/el

What is College Central Network?

College Central Network is UNT Dallas's exclusive online job board that allows students to post their resume and apply for part-time, full-time jobs & internships.

College Central Network also provides access to:

- create a career portfolio
- event announcements
- career advice documents
- experiential learning record keeping
- podcasts, videos and career articles

These services are available to students, alumni, employers and community members.

Approved employers may post job, internship, and volunteer opportunities, and search student résumés.

How to Access College Central Network

College Central Network can be accessed directly from the UNT Dallas website from both the experiential learning webpage and the career services webpage:

> www.untdallas.edu > menu > resources > **experiential learning** > for students > search opportunities > College Central Network

> www.untdallas.edu > menu > resources > **career services** > for students > job board > College Central Network

Also, the direct link is: https://www.collegecentral.com/untdallas/
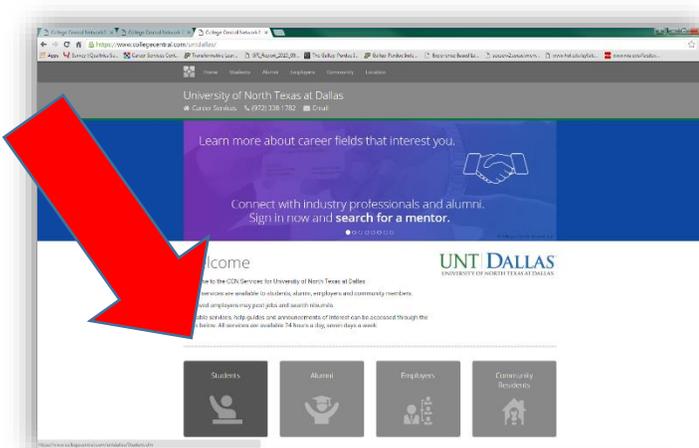
Student Accounts

Each semester, students are uploaded as a pre-registration process. Students can then simply *"Activate"* their account by following the instructions. The User ID is always the students EUID (ex: ABC0123), and students **must** use their student email address. In the event that the student is not pre-registered, they can *"Create Account"* by following the instructions. If there is still a problem, please contact Sarah.Davenport@untdallas.edu.

Experiential Learning Office
Experiential.Learning@untdallas.edu
972-338-1764 l www.untdallas.edu/el

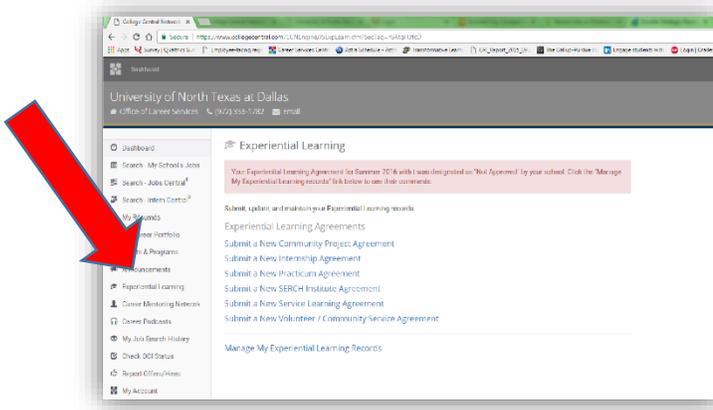**How to Use College Central Network's Experiential Learning Module**

Exhibit A

1. Once students are logged in, they can click the 'My Home Page' link and go to the left hand side and click on the **'Experiential Learning' tab** as shown in Exhibit A.

2. Select the appropriate agreement option that is relevant to the activity the student is recording, and complete the form.
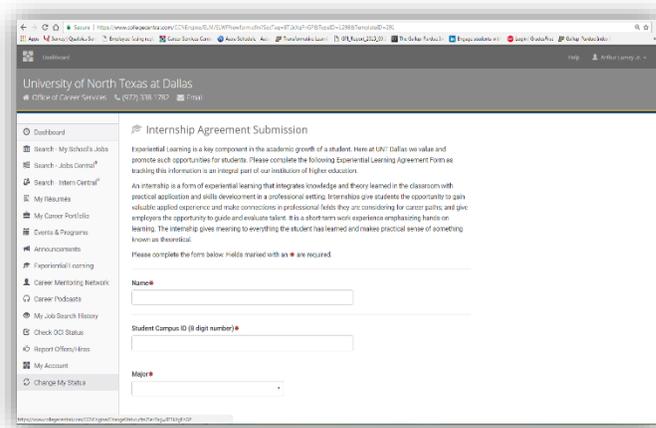

Exhibit B

3. Students must answer all the questions to the best of their ability, and double check to make sure all information is correct as shown in Exhibit B.

4.   Please note that the supervisor email address listed will be the email address that this learning agreement will be sent to. **Notify your supervisor that they will be receiving an email of this agreement that they need to review and approve.**

5. Once it is submitted, the supervisor will receive an email of this information for them to review and approve.

6. Once the supervisor approves it, it will go to the student's professor and they must approve it as well.
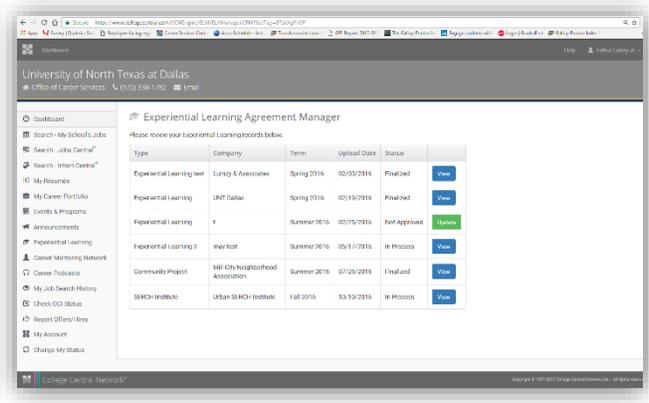
SDavenport 1/2017

Experiential Learning Office
Experiential.Learning@untdallas.edu
972-338-1764 I www.untdallas.edu/el

Exhibit C

7. Students can always check the status by going back to their account, to the left hand side and click on the 'Experiential Learning' tab to see their submitted agreements under **'Manage My Experiential Learning Records'** as shown in Exhibit C.

8. Students can make the corrections by going back to their account, to the left hand side and click on the 'Experiential Learning' tab to see their submitted 'Experiential Learning Agreement' under 'Manage My Experiential Learning Records' and update.

9. This stored information is a great resource to refer to when students are updating their resume and professional portfolio.

10. Take a look at the other great features of College Central Network, like the:
    - 'Upcoming Events & Programs' on the right side of the account home screen
    - 'Alert' box at the top of the home screen
    - 'Search – My School's Job' on the left side of the home screen

For questions or concerns, contact:
Sarah Davenport, Experiential Learning Project Coordinator
Email: Sarah.Davenport@untdallas.edu
Phone: 972-338-1764

SDavenport 1/2017