

How to include Passport to Success Certificate into YU Connect (Co-curricular transcript)

1. Go to <https://yorku.campuslabs.ca/engage/> and Login with your Passport York username and password (If you are not a member, follow the simple steps to join YU Connect first).
2. Click your name on the top right corner and select “Experiences” from the drop-down list.
3. Click “Add Experience”
4. Select the option “Passport to Success”
5. A new form will open up that looks similar to this:

The screenshot shows the YU Connect interface. At the top, there's a search bar and a user profile icon labeled 'J'. The main heading is 'Passport to Success'. Below it, a paragraph explains: 'Earn your Passport to Success by attending 8 or more different Learning Skills Workshops at any point during your time as a York student (undergraduate or graduate), then hand in your completed Passport to receive your well-earned “Learning Skills Passport to Success Certificate” – a valuable addition to any academic portfolio.' To the right of this text, a small note says 'Fields marked with an asterisk (*) are required.' The form contains three input fields: '*Experience Name' (a single-line text box), '*Description' (a large multi-line text area), and 'Start Date' (a date picker). A vertical sidebar on the left contains icons for home, calendar, people, documents, and a plus sign.

6. Under “**Experience Name**” type:
Passport to Success – Learning Skills Services
7. Under “**Description**” type:
Received a “Learning Skills Passport to Success Certificate” upon completing 8 different Learning Skills workshops.
8. **Date:** Enter the date you completed the passport requirement
Hours: Leave blank
9. Complete “**Reflection**” with your own personal reflection
10. **Contact Name:** Rebecca Koessler, Learning Skills Specialist
Contact Email: learningskills@yorku.ca
11. The Centre for Student Community and Leadership Development (SC&LD; <http://www.yorku.ca/sclcd>) requires your consent to verify your participation with Learning Skills Services. In the “Additional Information” text box, please type “Yes” or “No” indicating your decision.

Note: SC&LD will be **unable** to approve this Experience for inclusion on your Co-Curricular Record unless they are able to verify.

12. Do not select any 'Path Items'

13. Select Submit

For more information, visit <http://sclد.yorku.ca/co-curricular-record/>