

Co-op students can use MacEwanLife to:

- Apply to the co-op program
- Access the job board for co-op placements
- Check upcoming career-related events and networking opportunities
- Access career development resources

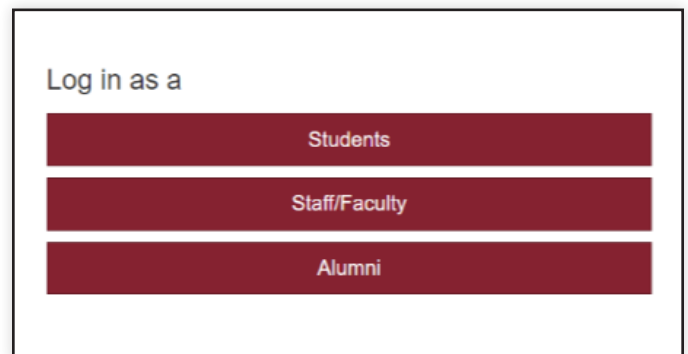


1. Visit MacEwanLife



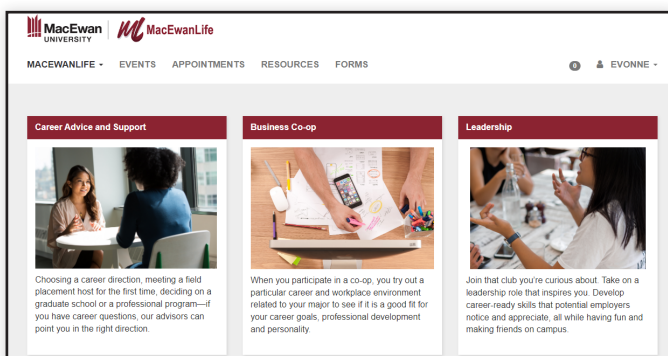
Visit MacEwanLife to access your dashboard and the job board: macewanlife.macewan.ca

2. Select Login Identity



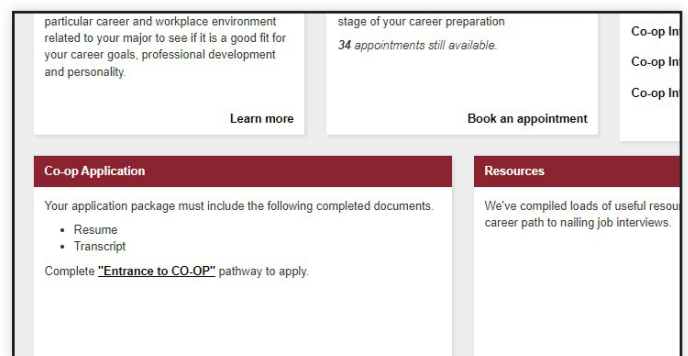
You will be re-directed to this screen. Select “Students” and input your student credentials.

3. Student Dashboard



You will be directed to the MacEwanLife Dashboard. Click on the “Business Co-op” module.

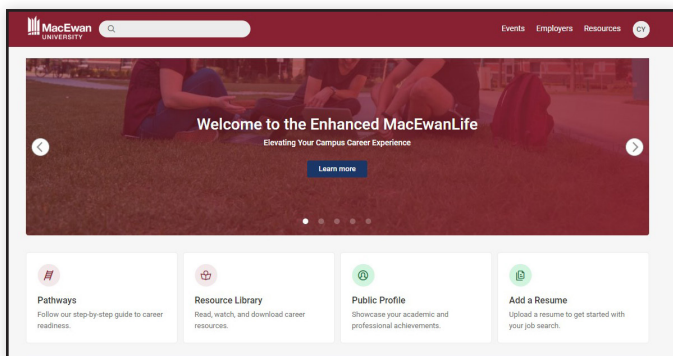
4. Entrance to Co-op Pathway



On the Business Co-op dashboard, scroll down to the Co-op Application section and click on the “Entrance to Co-op” link to begin the application process to the Co-op program.

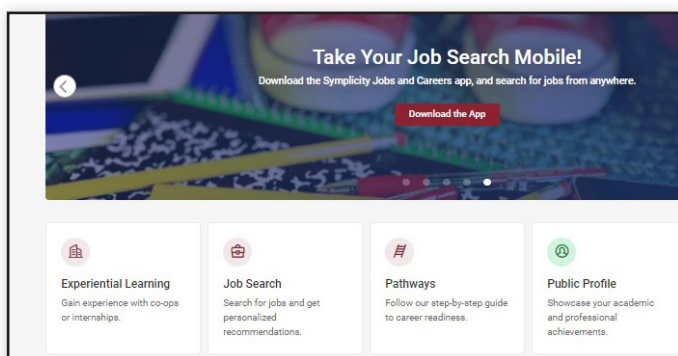
 Only BCOM students will be able to view the Business Co-op block on their MacEwanLife dashboard. If you have issues with accessing this, please contact bcomcoop@macewan.ca.

5. Go to the Entrance to Co-op Pathway



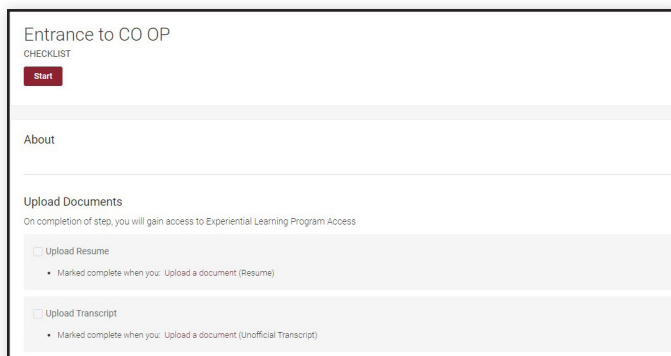
If you haven't previously accessed this side of MacEwanLife, you will need to accept the privacy statement. Once you're on the dashboard, click on "Pathways" and select "Entrance to Co-op." If you've already accepted the privacy statement before, you'll go directly to this pathway.

7. Navigate to Experiential Learning > Co-op Application



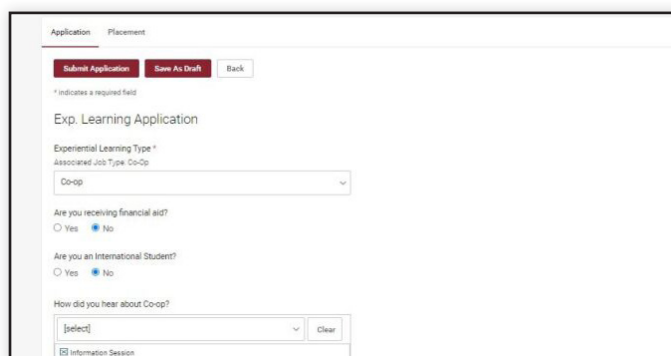
After completing the pathway and uploading the required documents, the "Experiential Learning" (EL) section will appear on your dashboard. You can also find EL on your student menu when you hover over your avatar on the top right where it is titled, "My Experiential Learning." Navigate to EL then click "Add New Application."

6. Upload Required Documents



Start the application process by uploading your resume and transcript. Be sure to click "Add New" to upload your document, specify the document type, and label it accordingly as the system does not do this automatically.

8. Complete Your Co-op Application and Submit



Select "Co-op" as the Experiential Learning Type. Complete all the required questions on the application form and submit. You will receive a confirmation message of your submission. The Co-op team will review your application and you can expect to hear back within one to two weeks.



Scan to access
MacEwanLife.

Visit MacEwanLife at
macewanlife.macewan.ca



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