

PD PORTAL USER TIPS



LOG IN

Access PD Portal to book appointments, job search, view application status and more

1. Access PD Portal
2. Log in using your Campus Wide Login (CWL)



TOOLKITS

Access the co-op toolkits to create effective cover letters, resumes, and learn interview skills.

1. To your left, click on "Co-op" under "Dashboard"
2. Under "Co-op", click on "Resources"
3. Access all co-op toolkits available to you



APPOINTMENTS

Book an in-person, Skype or phone call appointment with your co-op coordinator.

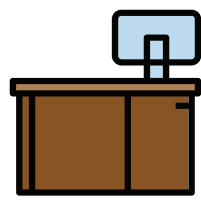
1. Click "Book an Appointment"
2. Click "Book by Appointment Provider"
3. Click on your co-op coordinator's name
4. See their schedule and book an appointment



TERMS AND CONDITIONS

Accept "Terms and Conditions" before you can commence your job search via PD Portal each term

1. Click the "My Co-op Record" button
2. Scroll down to read the "Terms & Conditions"
3. At the bottom of the page, click "Accept"
4. Set your "Intentions" for scheduled work term
5. You are now "Released" on PD Portal
6. You can now view job postings!



JOB POSTINGS

Filter job postings from different disciplines posted on PD Portal. Here are the common ways.

1. Keywords (e.g. AutoCAD, company, electrical)
2. For My Program
3. New Posting Since Last Login
4. Search Posting (enter job ID)
5. Search by Program (choose a discipline)



APPLICATION STATUS

Review the status of your job applications

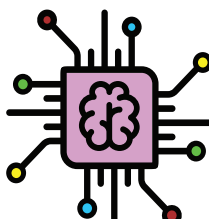
1. Click on "Review Applications I've Submitted"
2. Scroll right
3. Check "Status"
4. Check "Job Status"



DOMESTIC AND INTERNATIONAL WAIVER

Upload your domestic or international waiver before commencing your work term.

1. Click the "My Co-op Record" button
2. To your right, click on your current work term under "Co-op Sequence"
3. Click the "Edit work Term Detail" button
4. Scroll down and upload your signed form



LEARNING OBJECTIVES

Submit your Learning Objectives three weeks into each four-month co-op work term.

1. Click the "My Co-op Record" button
2. To your right, click on your current work term under "Co-op Sequence"
3. To your left, click on "Learning Objectives"
4. Click the "Create Record" button