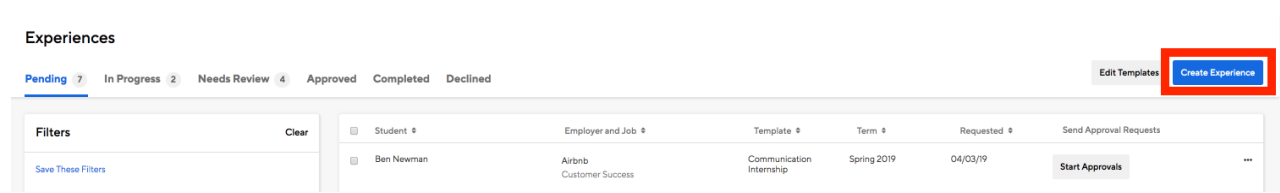
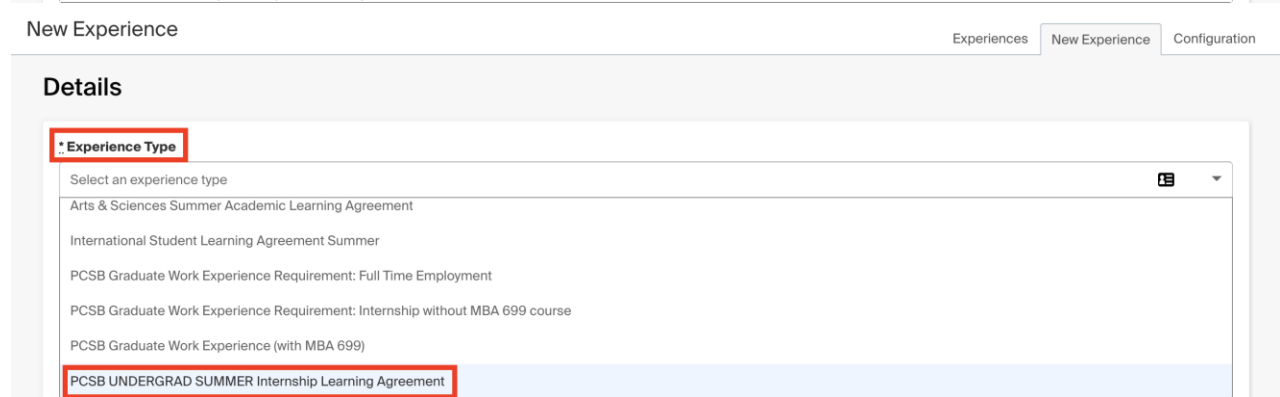
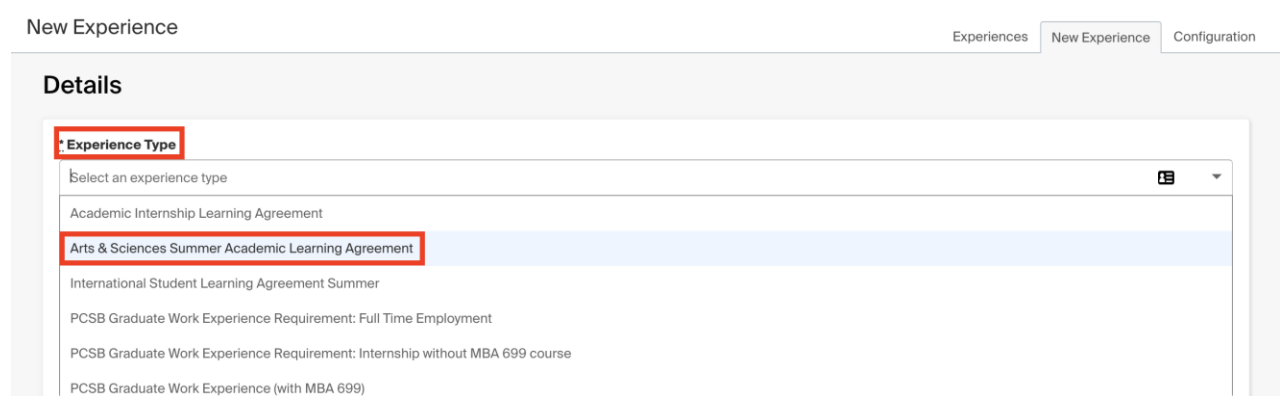


To create an Experience on behalf of a student

1. Navigate to the **Experiences** tab in the left-hand Navigation
2. Select the **Create Experience** button in the top right corner of the page



3. Choose an Experience Type:
 - a. "Arts & Sciences Summer Academic Learning Agreement"
 - b. "PCSB UNDERGRAD SUMMER Internship Learning Agreement"



4. Select Term: SUMMER 2022



5. Complete the job and employer details, as well as any custom request questions
 - a. **Note:** make sure to choose the correct Experience Template so any custom survey questions you've configured will populate
6. Update the status as necessary (you will most likely want to set it to **Approved** or **Pending**)

Status

- Pending
- Being approved
- Needs review
- Approved
- Declined
- Completed

7. Click **Create Experience** in the bottom right corner of the page to complete this process

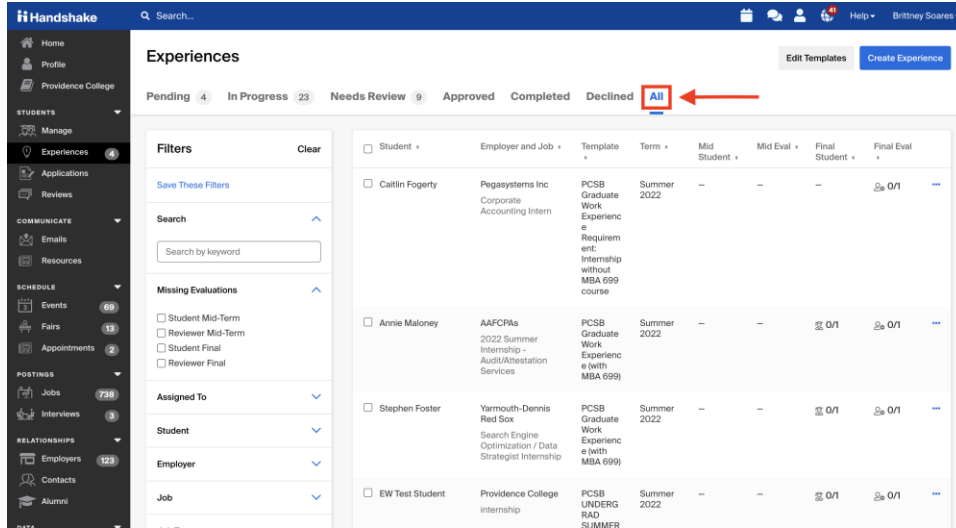


Create Experience

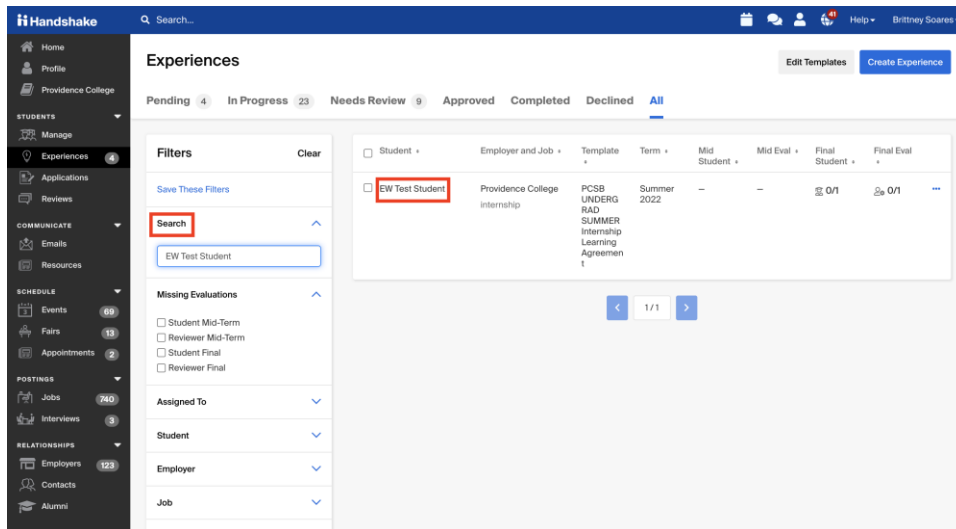
8. **Note:** when creating an Experience on behalf of a student they will receive an Experience Requested notification

To View/Edit a Created Experience

1. Navigate to the **Experiences** tab in the left-hand Navigation
2. Select **All** under Experiences



3. Navigate to the **Search** bar and look up experience by Student Name



4. Select the Intended Students name in the results
5. You will be directed to an overview of the experience

6. Navigate to **Approvals** to manage Survey/Evaluation Responses

7. Navigate to **Final Evaluation**