INSTRUCTIONS FOR COMPLETING YOUR “Community Based Learning” CONTRACT

Step 1: Go to my.scranton.edu

Step 2: Log in using R Number and password

Step 3: Click on Self Service (top right of screen)

Step 4: Click on Student Service and Financial Aid tab

Step 5: Click on Community Based Learning (CBL) Menu

Step 6: Click on Community Based Learning (CBL) Contract

Step 7: Select the current term

Step 8: Enter the information about your CBL activity and course

Step 9: Click the Submit Application button.

Note: A separate contract must be submitted for each CBL course.