INSTRUCTIONS FOR COMPLETING YOUR SERVICE LEARNING CONTRACT

Step 1: Go to my.scranton.edu

Step 2: Enter your user name and password

Step 3: Click on the Student Tab

Step 4: Click on Self Service (UIS) (lower left side)

Step 5: Click on Student Services and Financial Aid

Step 6: Scroll down and click on Service Learning Menu

Step 7: Click on Service Learning Contract

Step 8: Select Term

Step 9: Fill out your contract and submit