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