

# *INSTRUCTIONS FOR COMPLETING YOUR “Community Based Learning” CONTRACT*



**Step 1:** Go to [my.scranton.edu](http://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.

