Introduction to the Co-op and Career portal

HOW TO LOG IN

URL: learninginmotion.uvic.ca

Select your user type (Students & Alumni) and click “student login”

Students and alumni

Log into the Co-op and Career portal with your UVic netlink ID and password to:

- View job postings and volunteer opportunities
- Book appointments with Co-op and Career staff
- Check out Co-op and Career events
- Find a tutor, search for casual work, or create your own tutor/work profile

Forgot your password?
DASHBOARD

When you first log in, you’ll be taken to your Dashboard, which has your account information, upcoming appointments, events, interviews, your calendar and more. This is also where Co-op + Career will post important notices such as expected site maintenance.
NAVIGATION
The navigation menu is your main tool for accessing various places or tools in the portal. Some of the main categories (e.g. Career services, Co-op, Co-curricular) will expand when clicked to show more options under each category.

In mobile view, you will need to click on the “menu” symbol to expand the menu.
JOB OPPORTUNITIES
Under the “Job opportunities” menu grouping you can find various job boards and other tools for finding work. You can also manage your documents and applications related to your job search (e.g. resumes, cover letters, etc.)

UVic Co-op + Career does not pre-screen employers for these job boards. Applicants are responsible for ascertaining and verifying terms and conditions of employment.

+ General job postings
On this job board you can find a wide range of employment opportunities, from part-time and contract jobs to full-time and post-graduate career positions. These postings come from employers that are recruiting on behalf of companies/organizations.
*This job board does not include Co-op postings. For co-op postings, see CO-OP section below.*

+ Volunteer opportunities
On this board you can find volunteer positions for organizations both on- and off-campus.

+ Casual job board
On this board you can find casual or short-term work. Jobs are posted by private individuals (community members) that are looking to hire students for casual work around their homes (lawn maintenance, child-care, etc.)

+ Casual work registry
The registry works in tandem with the casual job board. Here you are able to create a work profile detailing your availability for casual work; community members can browse these profiles and contact a student directly if interested in hiring.

+ Tutor board and tutor registry
Here you can search for available tutors by subject or post your own tutor profile for other students to browse.

EVENTS AND WORKSHOPS
Co-op + Career hosts a wide range of events and workshops, from career fairs and employer information sessions to resume labs and mock interview clinics.

See our Sign up for an event or workshop tutorial for further information on this module and how to register for an event or workshop.

APPOINTMENTS
The Appointments module is where you can book an appointment with a Career Educator, Co-op Coordinator, or Placement Coordinator.

See our How to book an appointment tutorial for further information.
**CO-OP** (visible to co-op students only)

Clicking “Co-op” from the navigation menu will bring you to your Co-op dashboard. Here, you can find an overview of your co-op record, your current schedule/sequence, and some details about current and future terms.

If you have a co-op job that has been registered by the co-op office, the “work term record detail” will show up under that term. You can click to access further details about your work term record, and can also edit certain sections of the record (e.g. to add your supervisor’s name and contact information, etc.)

In the Co-op module, you can find co-op job postings, manage your co-op documents and applications (e.g. resumes, cover letters, etc.), sign up for interviews and access your work term records to add information and complete your competency assessments.

For more detailed information on the various tools and processes in the Co-op module, see specific tutorials on each item.