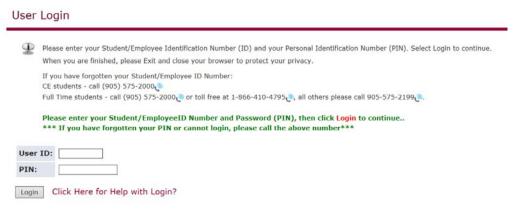
Acknowledging/Accepting CE Teaching Contracts Electronically

Printed contracts requiring your signature will not be produced. You will acknowledge/accept your CE teaching contract electronically through our Self Service portal.

1. Access Self Service at:

selfserve.mohawkcollege.ca



- 2. Enter your User ID (nine-digit Mohawk ID number)
- 3. Enter your PIN. This will be your birthdate in the format MMDDYY or the last six digits of your ID number.
- 4. When Self Service opens click on the Employee tab



5. Choose Faculty Load and Compensation from the list of Employee Resources

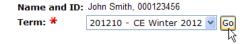
Employee Resources



6. In the Faculty Load and Compensation menu, click on the **Compensation and Acknowledgement** link



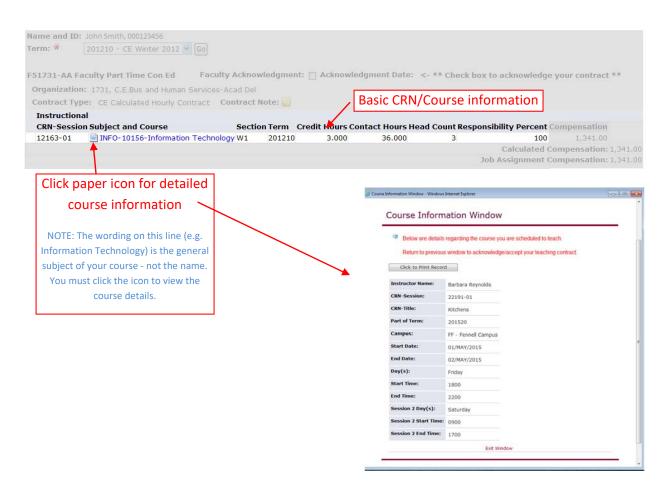
7. Read all of the information on the screen, then scroll to the bottom and select the current/correct **term** from the dropdown box and click **Go**

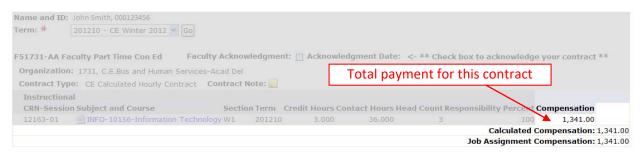


Revised: 3November 2017

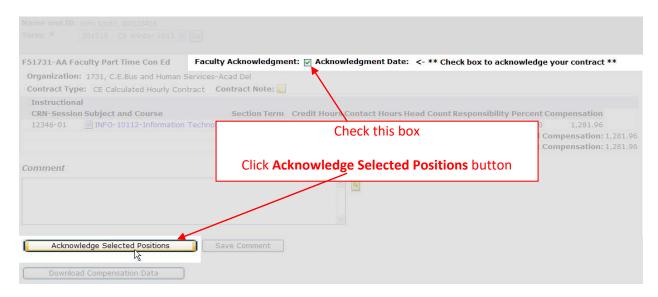
Understanding your Contract Information:







Accepting your teaching contract:



If you are teaching more than one CRN, you can check multiple **Faculty Acknowledgement** boxes prior to clicking the **Acknowledge Selected Positions** button.

Revised: 3November 2017