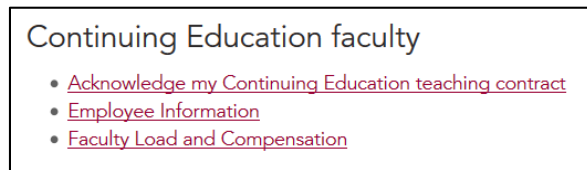


## Acknowledging/Accepting CE Teaching Contracts Electronically

Printed Continuing Education teaching contracts requiring your signature will not be produced. You will acknowledge/accept your CE teaching contract electronically via **MyMohawk**.

Here's how:

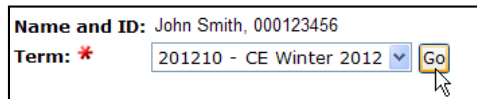
1. Log into **MyMohawk** at [mymohawk.mohawkcollege.ca](http://mymohawk.mohawkcollege.ca). If you require assistance visit the **MyMohawk FAQ** at [www.mohawkcollege.ca/faq/mymohawk-faq](http://www.mohawkcollege.ca/faq/mymohawk-faq).
2. Click on **Faculty** on the left-side menu
3. Scroll down to the **Continuing Education Faculty** channel



4. Click on **Acknowledge my Continuing Education teaching contract**
5. In the Faculty Load and Compensation menu, click on the **Compensation and Acknowledgement** link



6. 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**

A screenshot of a web form. It shows "Name and ID: John Smith, 000123456". Below that, there is a "Term:" label with a red asterisk. To the right of the label is a dropdown menu showing "201210 - CE Winter 2012". To the right of the dropdown menu is a yellow "Go" button with a mouse cursor pointing at it.

## Understanding your Contract Information:

Name and ID: John Smith, 000123456  
 Term: \* 201210 - CE Winter 2012 [Go]

F51731-AA Faculty Part Time Con Ed Faculty Acknowledgment: ☐ Acknowledgment Date: <- \*\* Check box to acknowledge your contract \*\*

Organization: 1731, C.E.Bus and Human Services-Acad Del

Contract Type: CE Calculated Hourly Contract Contract Note:

Instructional

CRN-Session	Subject and Course	Section	Term	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
12163-01	INFO-10156-Information Technology	W1	201210	3.000	36.000	3	100	1,341.00

Calculated Compensation: 1,341.00  
 Job Assignment Compensation: 1,341.00

Department you're teaching for

Calculation method (per hour/per student)

Name and ID: John Smith, 000123456  
 Term: \* 201210 - CE Winter 2012 [Go]

F51731-AA Faculty Part Time Con Ed Faculty Acknowledgment: ☐ Acknowledgment Date: <- \*\* Check box to acknowledge your contract \*\*

Organization: 1731, C.E.Bus and Human Services-Acad Del

Contract Type: CE Calculated Hourly Contract Contract Note:

Instructional

CRN-Session	Subject and Course	Section	Term	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
12163-01	INFO-10156-Information Technology	W1	201210	3.000	36.000	3	100	1,341.00

Calculated Compensation: 1,341.00  
 Job Assignment Compensation: 1,341.00

Basic CRN/Course information

Click paper icon for detailed course information

NOTE: The wording on this line (e.g. Information Technology) is the general subject of your course - not the name. You must click the icon to view the course details.

Course Information Window - Windows Internet Explorer

Course Information Window

Below are details regarding the course you are scheduled to teach.

Return to previous window to acknowledge/accept your teaching contract.

Click to Print Record

Instructor Name:	Barbara Reynolds
CRN-Session:	22191-01
CRN-Title:	Kitchens
Part of Term:	201520
Campus:	FF - Fennell Campus
Start Date:	01/MAY/2015
End Date:	02/MAY/2015
Day(s):	Friday
Start Time:	1800
End Time:	2200
Session 2 Day(s):	Saturday
Session 2 Start Time:	0900
Session 2 End Time:	1700

Exit Window

Name and ID: John Smith, 000123456  
 Term: \* 201210 - CE Winter 2012 [Go]

F51731-AA Faculty Part Time Con Ed Faculty Acknowledgment: ☐ Acknowledgment Date: <- \*\* Check box to acknowledge your contract \*\*

Organization: 1731, C.E.Bus and Human Services-Acad Del

Contract Type: CE Calculated Hourly Contract Contract Note:

Instructional

CRN-Session	Subject and Course	Section	Term	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
12163-01	INFO-10156-Information Technology	W1	201210	3.000	36.000	3	100	1,341.00

Calculated Compensation: 1,341.00  
 Job Assignment Compensation: 1,341.00

Total payment for this contract

## Accepting your teaching contract:

The screenshot shows a web form for accepting a teaching contract. At the top, it displays the user's name and ID, and the contract term. Below this, there are fields for organization, contract type, and a contract note. A table of instructional positions is shown, with columns for CRN, session, subject, course, section, term, credit hours, contact hours, head count, responsibility, percent, and compensation. A red box highlights the 'Faculty Acknowledgment' checkbox, which is checked, and the 'Acknowledgment Date' field. A red arrow points to the 'Check this box' text. Another red arrow points to the 'Acknowledge Selected Positions' button, which is highlighted with a red box. A third red arrow points to the 'Save Comment' button. A fourth red arrow points to the 'Download Compensation Data' button.

Name and ID: John Smith, 000123456  
Term: 201210 - CE Winter 2012

F51731-AA Faculty Part Time Con Ed

Faculty Acknowledgment: ☒ Acknowledgment Date: <- \*\* Check box to acknowledge your contract \*\*

Organization: 1731, C.E.Bus and Human Services-Acad Del  
Contract Type: CE Calculated Hourly Contract Contract Note:

Instructional

CRN-Session	Subject and Course	Section	Term	Credit Hours	Contact Hours	Head Count	Responsibility	Percent	Compensation
12346-01	INFO-10112-Information Techno								1,281.96
									Compensation: 1,281.96
									Compensation: 1,281.96

Comment:

Acknowledge Selected Positions Save Comment

Download Compensation Data

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