# 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**.
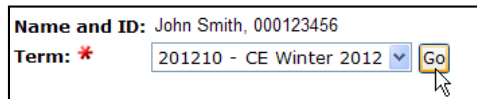
Here's how:

1. Log into **MyMohawk** at mymohawk.mohawkcollege.ca. If you require assistance visit the **MyMohawk FAQ** at www.mohawkcollege.ca/faq/mymohawk-faq.

2. Click on **Faculty** on the left-side menu

3. Scroll down to the **Continuing Education Faculty** channel

> Continuing Education faculty
> - Acknowledge my Continuing Education teaching contract
> - Employee Information
> - Faculty Load and Compensation
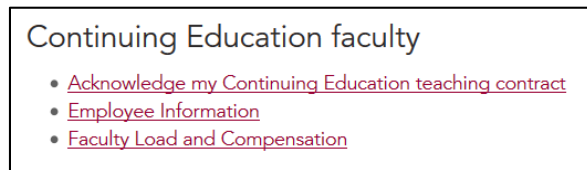
4. Click on **Acknowledge my Continuing Education teaching contract**

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

> Faculty Load and Compensation
>
> **Compensation and Acknowledgement**

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**

> **Name and ID:** John Smith, 000123456
> **Term:** * 201210 - CE Winter 2012 ∨ Go

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

Department you're teaching for

Contract Type: CE Calculated Hourly Contract   Contract Note: [ ]

Calculation method (per hour/per student)

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

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: [ ]

Basic CRN/Course information

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

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: [ ]

Total payment for this contract

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

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.