How to Enter Your Engaged Learning into LOCUS
1) Log onto LOCUS and click the “Academic Records” tile
2) Click on the Engaged Learning tab, then hit the “Add a Record” button.
3) Read and accept the Partnership Agreement pop-up
4) Start by filling out your current term
5) Then to fill in your course, hit the magnifying glass. This will pull up all of your current engaged learning courses.
6) Click on the course you would like to add to your record.
7) Next, click on the “Org/Institution Search” button to search for your organization’s site.
8) Enter a single word into the “Phrase” field, then hit the “Search” button

NOTE: Hitting Enter on your keyboard WILL NOT bring any results; YOU MUST hit the “Search” button
NOTE:

If your organization is within a Loyola Department, it most likely already exists. If nothing comes up initially, keep searching using different keywords for the department and add Loyola within your search. For Example: Fine (for Department of Fine & Performing Arts) & Loyola (in separate boxes) or Mock (for Department of Political Science) & Loyola (in separate boxes)

If after searching multiple times nothing comes up, then skip to slide 14 to add a new organization.
9) Select the organization that matches yours and click “Ok”

NOTE: You may have to slide to the right in order to view the “selected” section
10) Continue to fill in all of the fields

For the “Supervisor/Research Mentor Contact Information” section, fill in your professor’s information if your organization is with Loyola. If your organization is not with Loyola, then fill in your supervisor’s information.
11) At the bottom of the page click “Apply”, then “Ok” to submit your information, then celebrate!

Note that continual edits can be made to this document until it is approved.
How to Add a New Organization into LOCUS

ONLY add a new one if your organization was not listed in your initial search.
1) Fill all of the fields, but skip only the “Location” field

For the “Supervisor/Research Mentor Contact Information” section, fill in your professor’s information if your organization is with Loyola. If your organization is not with Loyola, then fill in your supervisor’s information.
2) Click the “Apply” button

A pop-up will appear, recognizing that you do not have an organization site filled in
3) Read, then click “Ok”

Notice that there is now a new “Add Organization Form” button in the “Engaged Learning Site” section
4) Click the “Add Organization Form” button
5) Fill in your organization’s information, then click “Apply”

Note that to fill in the “Organization Type” field, click on the magnifying glass, then select what type of organization it is. Also note that your request status will now say pending.
6) Click “Ok”, then you will be taken back to the main screen.
7) Once in the main page, all you have to do is click “Apply” and then “Ok”. Then celebrate, you have entered your Engage Learning!