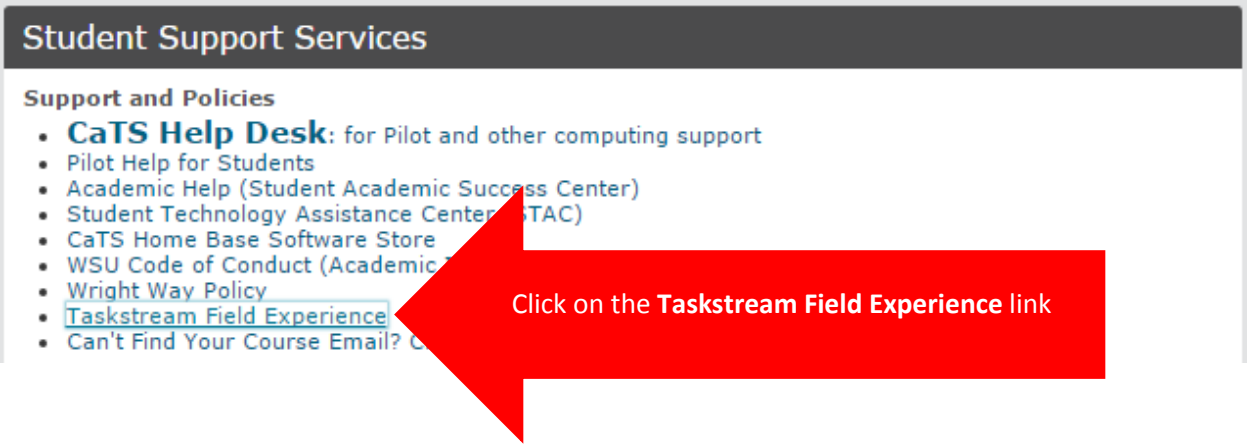
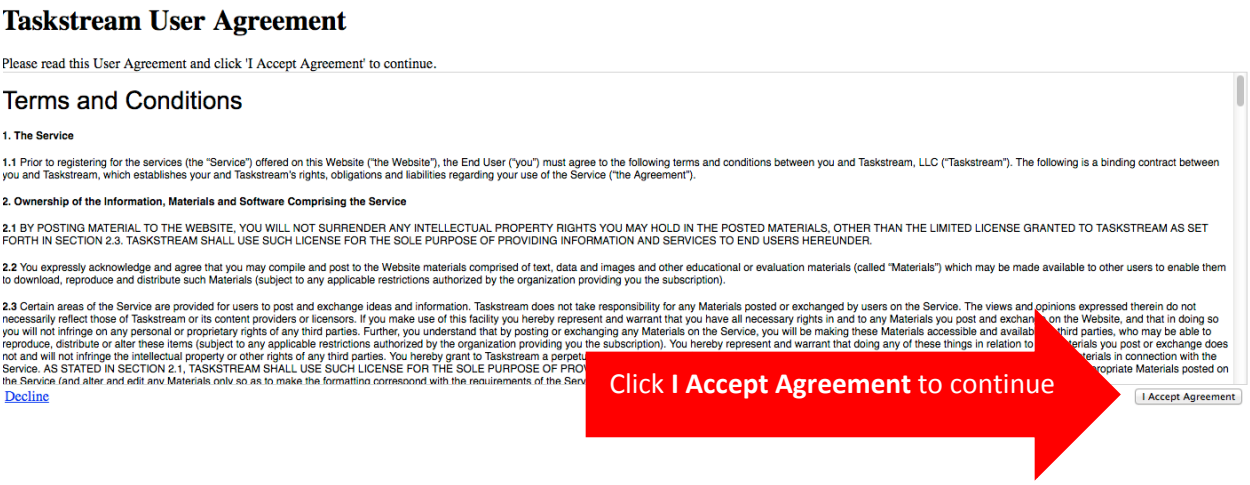
Completing a Teaching Field Experience Application

1. Sign in to Pilot (https://pilot.wright.edu)

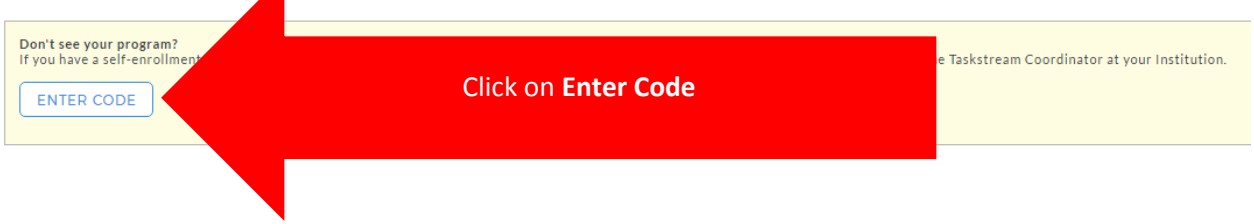
2. Click on the link under Student Support Services that says **Taskstream Field Experience**.



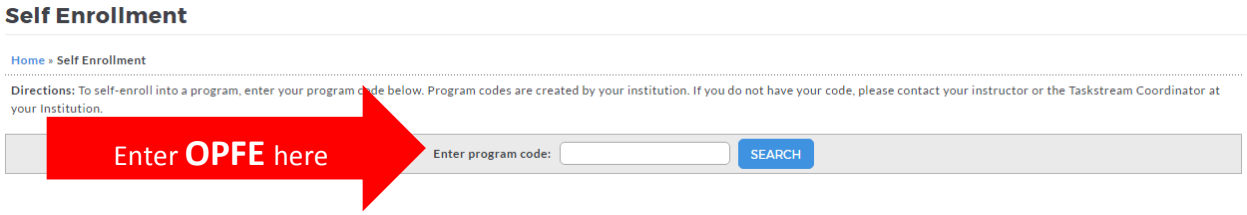
3. Accept the User Agreement by clicking **I Accept Agreement.** (You will only have to do this once)



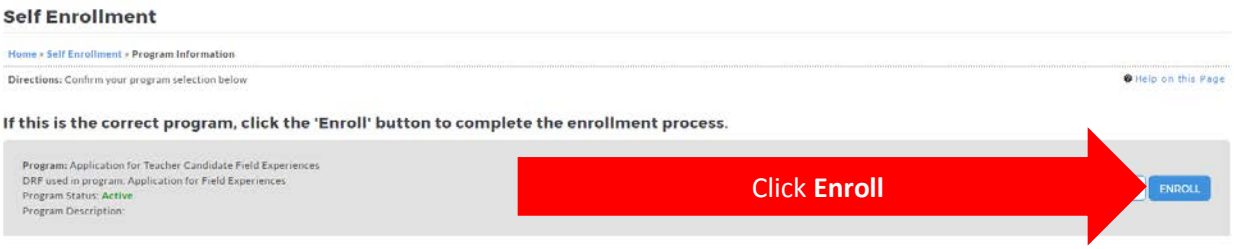
4. Click on the **Enter Code** button.



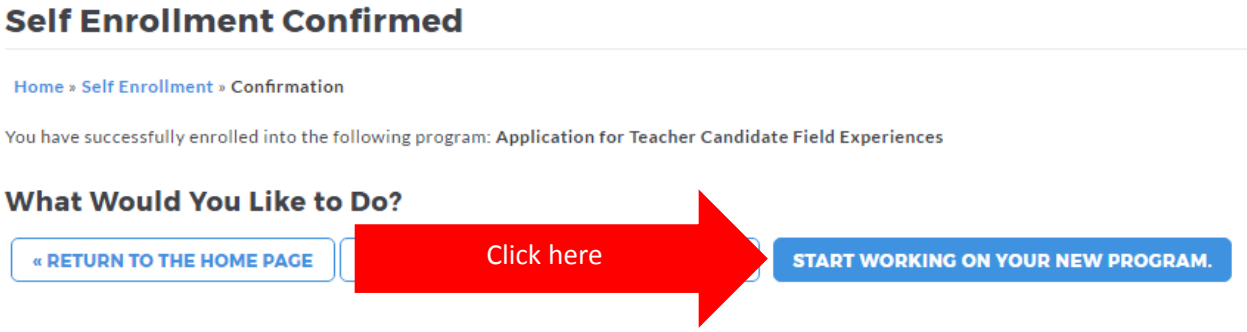
5. The first time you access the applications for an academic year (ie. 2017-2018, 2018-2019), enter **OPFE** as the program code in the search box, then click the **Search** button.



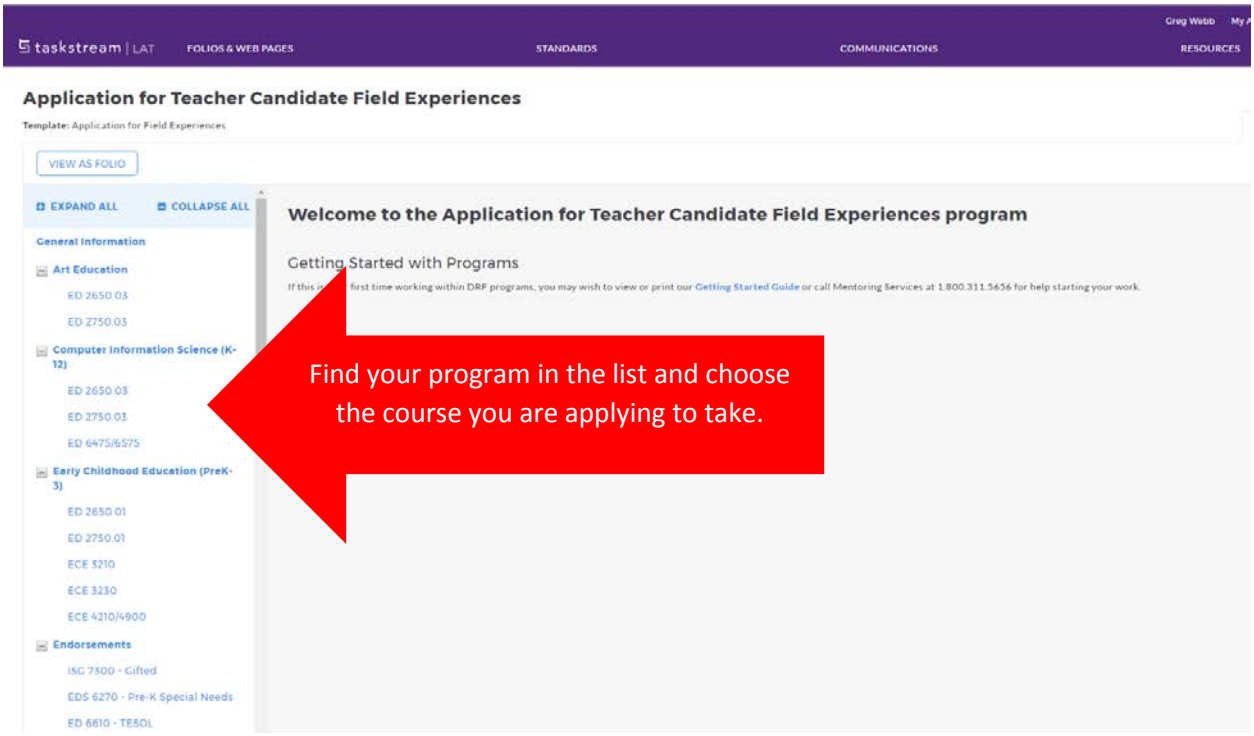
6. Click the **Enroll** button



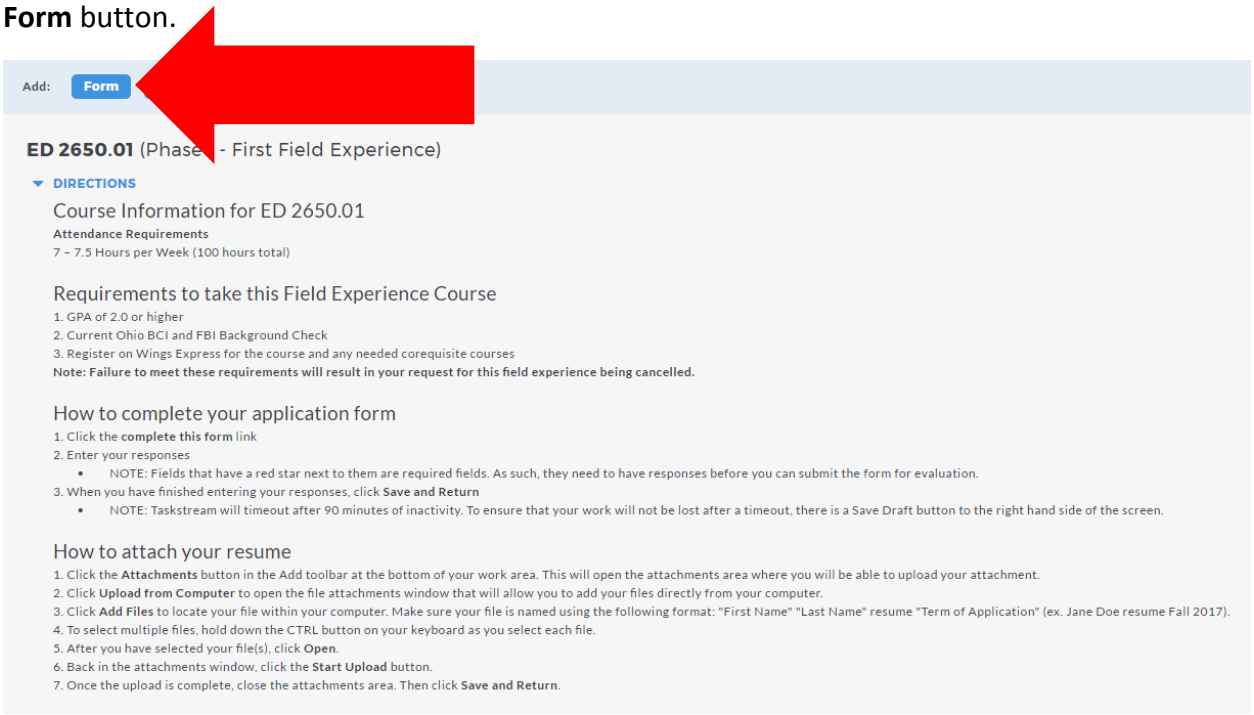
7. Click the **Start working on your new program** button.



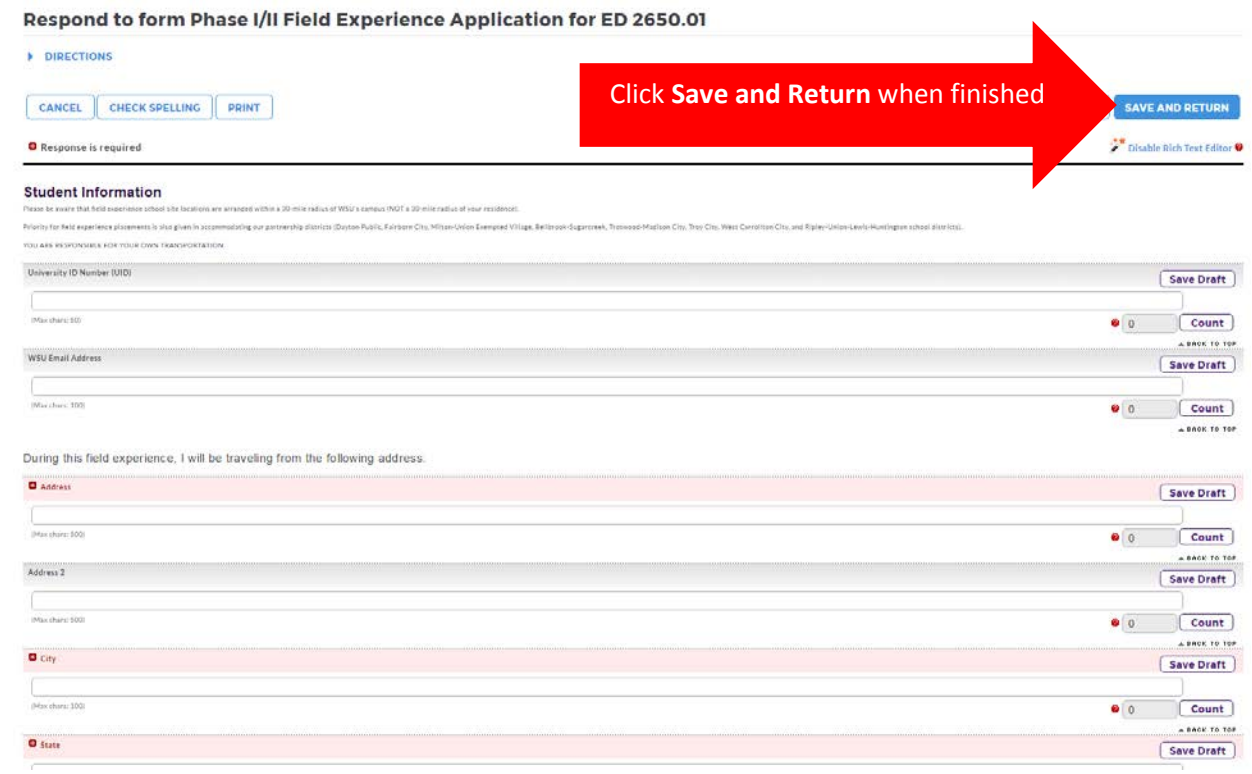
8. On the left hand side of the screen, you will find a list of programs and the field courses in those programs. Find your program in the list, then click on the field experience course you are applying to take.



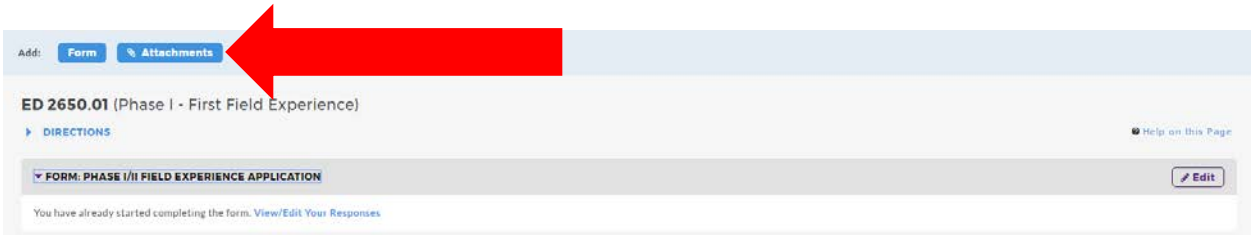
9. Click **DIRECTIONS** to view information regarding the field experience. Then click the **Add Form** button.



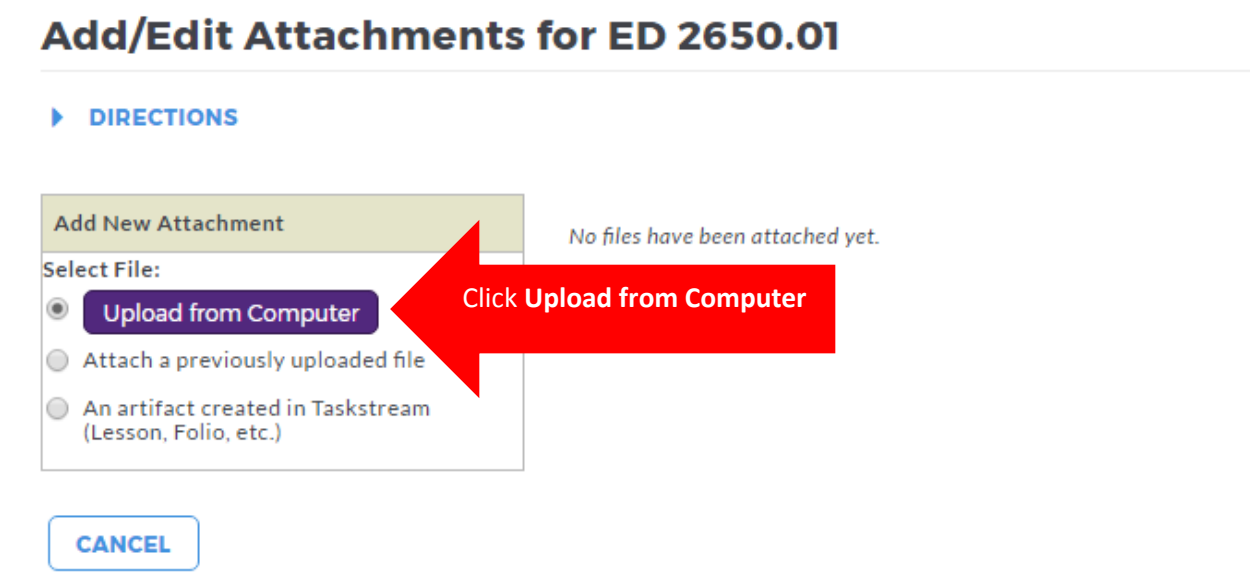
10. Fill out the application, then click **Save and Return.**



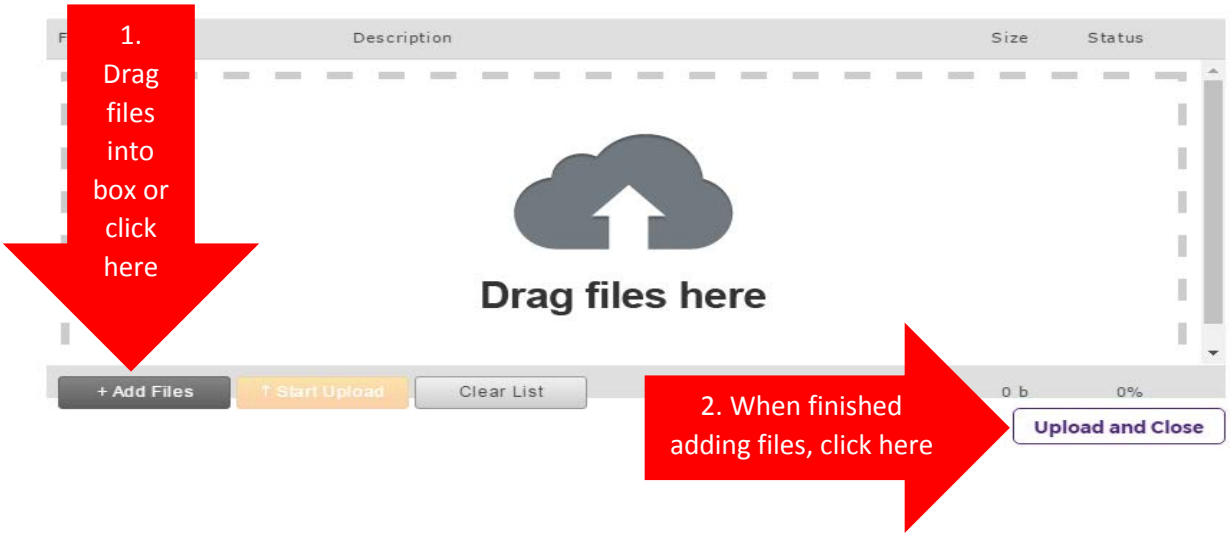
11. Click the **Add Attachments** button.



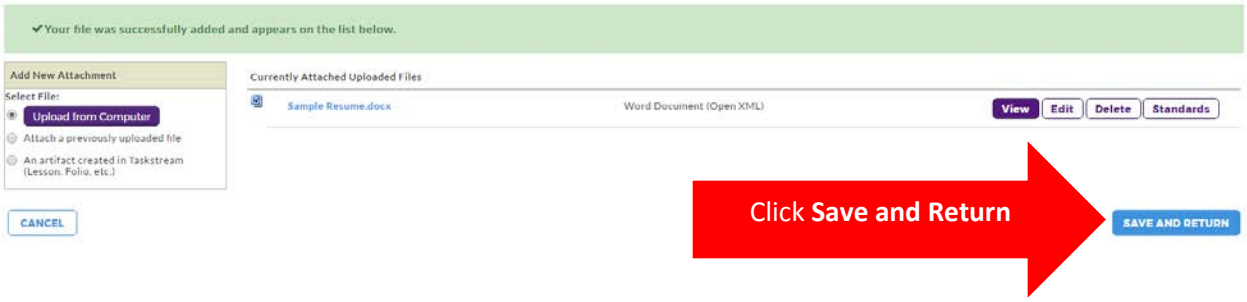
12. Click the **Upload from Computer** button.



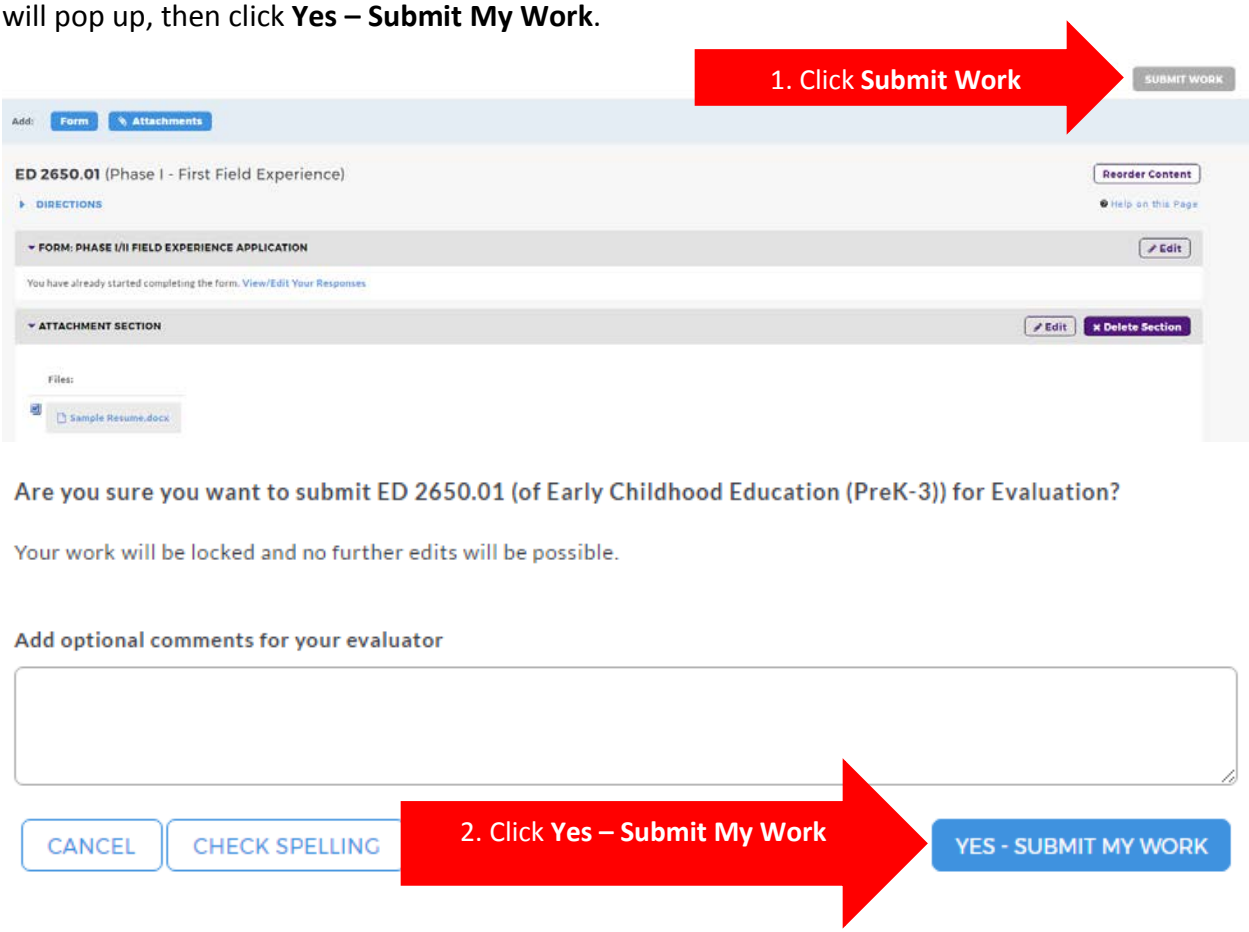
13. Drag and drop the file containing your resume into the box or click **+ Add Files** to search for the file on your computer. When finished adding the file(s), click **Upload and Close**.



14. Click **Save and Return**.



15. After completing the application and attaching your resume, click **Submit Work**. A screen will pop up, then click **Yes – Submit My Work**.



After submitting your application for review, you are still responsible for meeting all other OPFE requirements for this field experience. These include a current FBI and BCI background check and registering for the course and any needed corequisite courses on Wings Express. **Failure to meet these requirements and any other OPFE requirements will result in your application for the field experience being cancelled.**

Application Deadlines

Semester you plan to take a field experience course	Application Due Date
Fall	January 15
Spring	September 15