INTRODUCTION

The Supporting Students & Service Sites (S4) application allows the campus to track service learning experiences. Students use this user-friendly interface to sign up for and manage their outside learning experiences.

LOGIN

1. In the browser address field type: http://servicelearning.csun.edu
2. From the entry page select the Login link.
3. Enter your CSUN User ID and Password.
4. The Home page displays.
5. Click on the blue "Select the Program" button under Select Program to register for a site.

6. The Sites page displays.
7. Select from a complete list of available service learning sites or your professor may have preselected several organizations for you to pick from. **Click on the Title** of the Service Learning Site to select it.

   - To Search: Use the Site name, City, Issues addressed or Organization type fields to refine your search. Students can search by organizations name, type (i.e. faith based, non-profit, elementary), or issues addressed (i.e. nutrition, homelessness)

   - If you would like to volunteer at a site that is not available, first check with your professor. If it is a CSUN approved Service Learning Site your professor has the ability to add you to this site through the database. If your professor approves the site but it is not a CSUN approved Service Learning Site, either the student or professor should contact the office of Community Engagement.

8. The sites detail displays.

   ![Service Learning Site Detail](image)

9. Click the **Select this site** blue button.

10. The Service hours pages displays. **Type the estimated number of service hours** you will serve at the site, then select the blue **Submit** button.
11. The Forms page displays. Select the Form link to download and complete the Student Time Sheet. Select the blue Continue button.

12. The Site Staff page displays. Select the site staff whose name is listed and select the blue Select this site staff button.

13. The Student Service Learning Plan & Agreement pages displays. Complete all required fields and select the Submit button at the bottom of the page.

14. You will be returned to the home page. A message displays indicating that you are all signed up.

15. Select the View your placements link to see the sites you are signed up for.
16. Your professor will be able to access the information submitted.

**NEED HELP?**

Contact the *Office of Community Engagement* at X7395 or email Dr. Joyce Burstein at joyce.burstein@csun.edu OR Nicole Linton at nicole.linton@csun.edu