



Student Success

Staff Support

Site Safety

Smart Statistics

STUDENTS

How to Make a Placement

Step One

Student Success

Staff Support

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Login to the database

app.calstates4.com



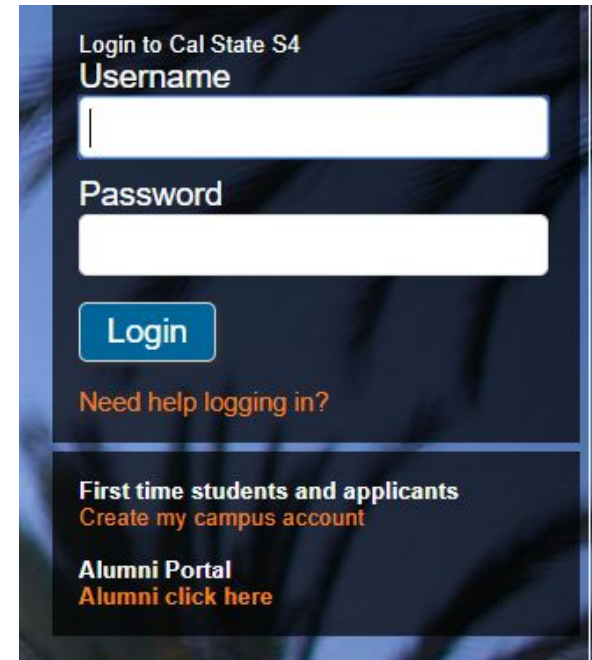
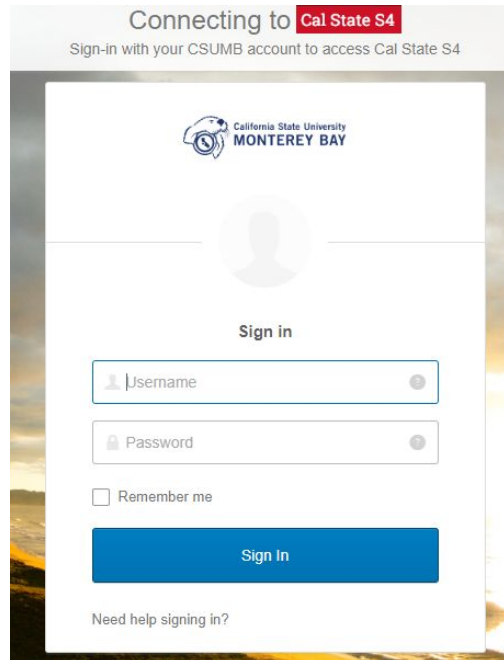
Login to Shibboleth Identity Provider

NetID

Password

Don't Remember Login

Login



Sign in using your campus SSO function.

Note: the above screenshots are of examples of campuses SSO screens. Your screen may look different.

Step Two

Student Success

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Select your course

HOME

SITES

OPPORTUNITIES

LOGOUT

Hello Sally! What would you like to do?

If you are not assigned to a course and should be, please note it takes up to 48 hours after registration for you to be enrolled in the S4 system. If problem continues contact your program administrator at community.learning@jsu.edu.

Course

TST 100 (1): Test Course

Start

[View my placements](#)

You have 0 past placements and 0 current placements.

You should see the classes (or program) you are enrolled in which require a placement.

Step Three

Student Success

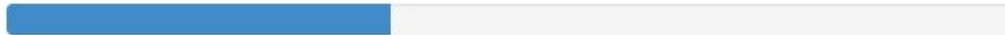
Staff Support

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Search by site or opportunity



Start over

Program: Service Learning - Course: TST 300 (01): Test Course

Search by site

If you know the name of the site (organization) where you are serving, find the site and continue your placement process.

Search by site

Search by opportunity

If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

Search by opportunities

If you want to see all options, search by site. If you know exactly where you want to place, search by opportunity.

Step Four

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Click the name of the site
you want to place with

Sites

Displaying 1 – 1 of 1

Search fields are exclusive. [What's that?](#)

Site name	<input type="text" value="Contains"/>	City	<input type="text"/>	Program	<input type="text" value="Service Learning x"/>	Organization type	<input type="text" value="Choose some options"/>
Keyword	<input type="text"/>	Items per page	<input type="text" value="50"/>	<input type="button" value="Apply"/>			

[American Cancer Society](#)

29211 California Ave., Long Barn, 95335

Students will help to create and deliver educational programs to the community working with patients.

[\(931\) 222-2222](#)

Program(s): Service Learning

Type: Nonprofit - Other

Issue: Physical and Health Education,
Communicative Disorders, Health Care and
Education

Your professor may designate specific sites that they want you to sign up with, or let you choose from the list of approved sites

Step Five

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Click “select this site” to create a placement

American Cancer Society

View

Opportunities

Select this site

Organization Description

The American Cancer Society is the nationwide community based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer through research, education, advocacy, and service. interns may work in Patient Services programs such as the Look Good, Feel Good program and also assist with coordination of informational groups for patients. Youth education programs



Step Six

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Select the “opportunity” or specific program you are going to volunteer with. If you do not want to select an opportunity, you may skip this step.

Select Opportunity



Start over

Program: Service Learning - Course: TST 300 (01): Test Course - Site: American Cancer Society

Skip this step

Annual Blood Drive assistant

Opportunity Details

Select

Step Seven

Student Success

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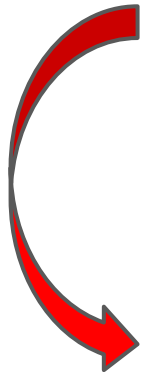
Smart Statistics



Follow other sign-up steps

You may be asked to:

- Select a Site Staff Supervisor
- Estimate your number of service hours
- Fill out or download necessary forms
- Agree to specific site requirements



Dates of Service



Start over

Program: [Service Learning](#) - Course: [TST 100 \(1\): Test Course](#) - Site: [Alum Rock Counseling Center](#)

Select dates of service by

Dates

Term

Term **Required**

Please estimate the minimum number of hours you will serve at this site

Alum Rock Counseling Center requests a minimum of 30 hours. **Required**

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

Next

Step Eight

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Finish Placement

After you have completed all required forms, the “Finish Placement” button will change from red to green. Click this button to finalize your placement.

Placement Forms



Start over

Program: Academic Internships - Course: INT 499 (01): Internship - Site: Cal State S4 Support Office - Risk: Accepted

Signup Forms

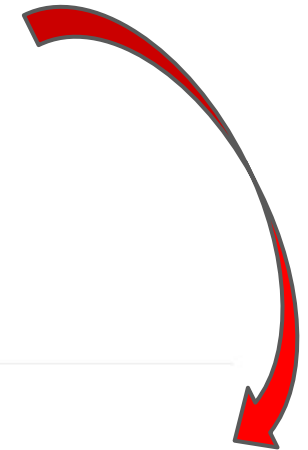
Finish Placement

Release of Liability - Academic Internships

View submission

Emergency Contact Information

View submission



Step Nine

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Finish Placement. Congratulations, you did it!

[HOME](#) [SITES](#) [OPPORTUNITIES](#) [LOGOUT](#)

Placement #7999

Student: Sally Student
Placed by: Sally Student
Course: [TST 100 \(1\): Test Course](#)
Program: Service Learning
Site: [Alum Rock Counseling Center](#)
Site Staff: (empty)
Opportunity: (empty)

Dates of Placement:
01/28/2016 to 05/16/2016
Estimated Hours:
20

Signup Forms

1. Release of Liability, Service Learning

[View submission](#)

2. Learning Plan and Participation Guidelines (SL)

[View submission](#)

* This form is required to complete your placement.

You can always view your placement details

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Hello Sally! What would you like to do?

If you are not assigned to a course and should be, please note it takes up to 48 hours after registration for you to be enrolled in the S4 system. If problem continues contact your program administrator at community.learning@sjsu.edu.

Course

TST 100 (1): Test Course

Placed

[View my placements](#)

You have 0 past placements and 1 current placement.

If you had a problem...

Troubleshooting

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“It says I can't sign up for a placement.”

If you have recently signed up for a course which requires a placement, it may take up to 24 hours for that course to appear in the system.

“It won't let me sign up at the same site for multiple courses.”

That's true. It won't. Contact a program administrator or your faculty to authorize and sign you up at a single site more than once in the same term.

“Oops! I didn't mean to place there. How do I delete?”

To delete a placement and start over you will need to contact a program administrator on your campus, or your Faculty.

“I don't see my site staff listed.”

That's okay, there's a button to skip that step.

“I want to work at such-and-such organization, but they are not listed as a site choice.”

You need to make sure that your organization of service has an active contract with the University. Contact your Program Administrator for help.

OR...

Still having Trouble?

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For more help:

- 1) **Contact the Program Administrators on your campus (usually a Community Engagement Office or Internship Office)**
- 2) **Contact your faculty.**