Stan Serves S4 for Students
Online Database for Service Learning & Internship Courses

1. Go to the following website: https://app.calstates4.com/csustan
2. Click on the red bar "Student/Faculty Log In".
   a. Under **Warrior Sign In** in the "Warrior Username" type in the prefix of your CSU email account name.

   For example: from bforray@csustan.edu type in "bforray"
   b. Under "Password" type in your usual Stan State email password.
3. Once you are logged in you will be guided through a number of pages beginning with … (**Note**: Pages may slightly vary per site)
   a. "**Hello Student Name! What would you like to do?**": Find your class (usually just one appears) and hit the green "Place" button.
   b. "**Search by site**": Click the green "Search by site" button.
   c. "**Sites**": Next, you will be able to browse the available placement sites. When you see a site, you are interested in placing at click the red "Site Name"
   d. "**Site Name**": Here you will be able to read more information about your potential site. If this is the site, you would like to choose click the green "Select this site" bar. (If you want to continue browsing click the red "Back to Sites list" or the back arrow and you will be directed back to the "Sites" page.)
   e. "**Health & Safety Information for *Site Name***": Additional requirements for your site may be listed on this page. If present, after you have read these requirements click the green "I have read and understand the above risk associated with this site" button.
   f. "**Dates of Placement**": Type in the number of your expected service hours. Hit the red "Next" button.
   g. "**Service Hours**": Type in the number of your expected service hours. Hit the red "Submit" button.
   h. "**Placement Forms**": Read the directions on this page. Complete two forms: 1) the Participation Guidelines and 2) the Learning Plan by clicking on the yellow "Complete form" button. *Fill out* all spaces, and *sign* in the **electronic signature** for "student" where asked.
   i. "**Placement Forms**": After completing 2 forms, select the red "**Finish Placement**" button at upper right. You will then be directed to your placement details page.