

## 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](mailto: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 blue “**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 blue “**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. 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**”: Hit the green “**Finish Placement**” button. You will then be directed to your placement details page.