The Civic Engagement website is a tool used by Service Learning courses and Internship programs that require community engagement hours. On the site, you can search for community sites and complete the necessary forms to make a placement.

This tutorial will cover the following:

- **Logging In**
- **Searching for Sites**
- **Site Signup Process** (Selecting a site and making a placement)
- **View Your Placements**

[https://ce.csusm.edu/](https://ce.csusm.edu/)
Logging In

1) Using Firefox or Google Chrome, open a browser window. Go to: https://ce.csusm.edu
2) Click Login.
2) Login using your MyCSUSM username and password, and click Login.
Searching for Sites

1) Once logged in, click the blue 'Browse the list of sites' link
2) You can enter search criteria or scroll down to view all sites.

3) Click on a site to view details about the site. Click the back button on your browser to go back to the search page.

4) Once you have found a site that matches your interest and compliments the content you are studying in your course, the next step is to contact the site, visit them, and talk with the site coordinator about their opportunities and your schedule to ensure the placement is indeed a good match.
Site Signup Process

NOTE: You should not begin the process to signup for a site unless you have already met with the site coordinator.

1) Once logged in, you should see your courses for which you have not yet selected a site. They will be listed with a blue ‘Select a Site’ button. Click the blue ‘Select This Course’ button next to the class you want to select a site for.

![Site Signup Process Screenshot](image-url)
2) You will see a list of sites, click the blue link title of the site you want to choose.
3) Click the blue ‘Select this Site’ button
4) If prompted, select the location *(this will only happen if the site has multiple locations)*

![Site locations](image)

5) Enter the total number of hours for the semester. Click ‘Submit’.

![Service hours](image)
6) Select your Site Supervisor

![Site Staff Selection]

Select a coordinator who will be working with you during your service.

| Susan Hurne | (760) 832-1000 | ![Select this site staff] |
| Steve Bassett | psstravel777@juno.com | ![Select this site staff] |
7) If you are prepared to provide all of the information listed in the screen shot below, click “Begin Placement Forms…”. If not, click “Home” or “Logout” to cancel the signup process. If you have questions about the information, contact your instructor.
8) Enter your name as prompted and then sign your name using your mouse.
8) Complete Student Participation Agreement

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<table>
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<tbody>
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Age verification

- I certify that I am 18 years of age or older
- I am under 18 and will provide a copy of this agreement with the signature of my parent or guardian

Participant Signature

[Signature]

Clear signature

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Site Supervisor Name

Scott Gross

Site Supervisor Email

sgross@csusm.edu

Instructor Email

bmother@csusm.edu

Enter your Service Learning Course Instructor's email.

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9) Complete your Student Learning Plan.

CSUSM Site Placement Required Forms

Student Learning Plan

Section I. Student Data

Please fill out the below questions about yourself.

First Name [Required] Elly

Last Name [Required] Student

Student ID [Required] 123456789

Home Phone # [Required] 7607504000

Email [Required] student@csusm.edu

Emergency Contact Name [Required] Brad Pilt

Emergency Contact Phone # [Required] 7601231234
10) Click the blue ‘Submit’ at the bottom of the form.
11) You have completed the Site Signup Process. You should receive an email confirmation by the next day. If you encountered any errors or were not able to complete all of the above pages, contact the Office of Civic Engagement at civicengagement@csusm.edu.

12) To make changes to your submission, you will need to contact the Office of Civic Engagement at civicengagement@csusm.edu.
View Your Placements

1) Once you have completed the Site Signup Process for your course, you will see a link that says ‘View Your Placements’ on your Home page. This allows you to see your submitted information.

![Image of the website interface showing the 'View your placements' option]

2) Select the Record Number of the placement you would like to view.

![Image of the website interface showing the 'Your placements' page with a record number highlighted]
3) Click ‘Home’ or the ‘back’ button on your browser when you are done viewing your submitted information.

4) To make changes to your submission, you will need to contact the Office of Civic Engagement at civicengagement@csusm.edu.