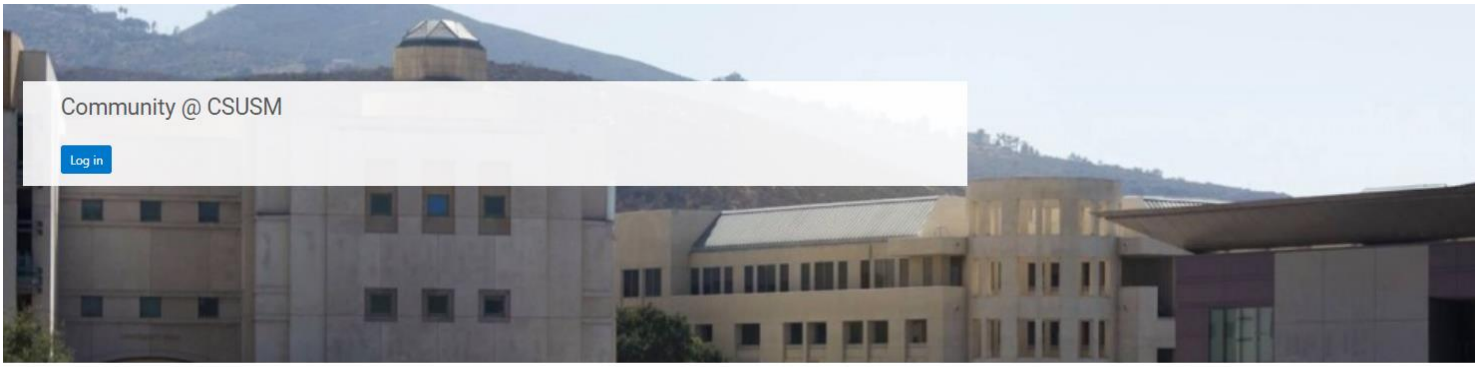
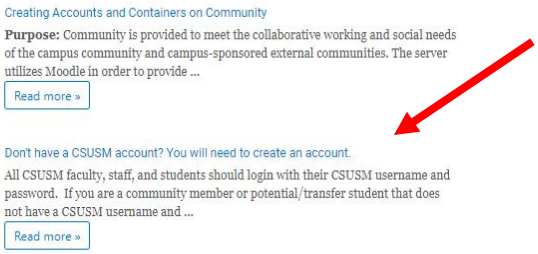
Agency Field Supervisor Community Site Enrollment

1. Navigate to http://community.csusm.edu

2. Click "**Don't have a CSUSM account? You will need to create an account.**"





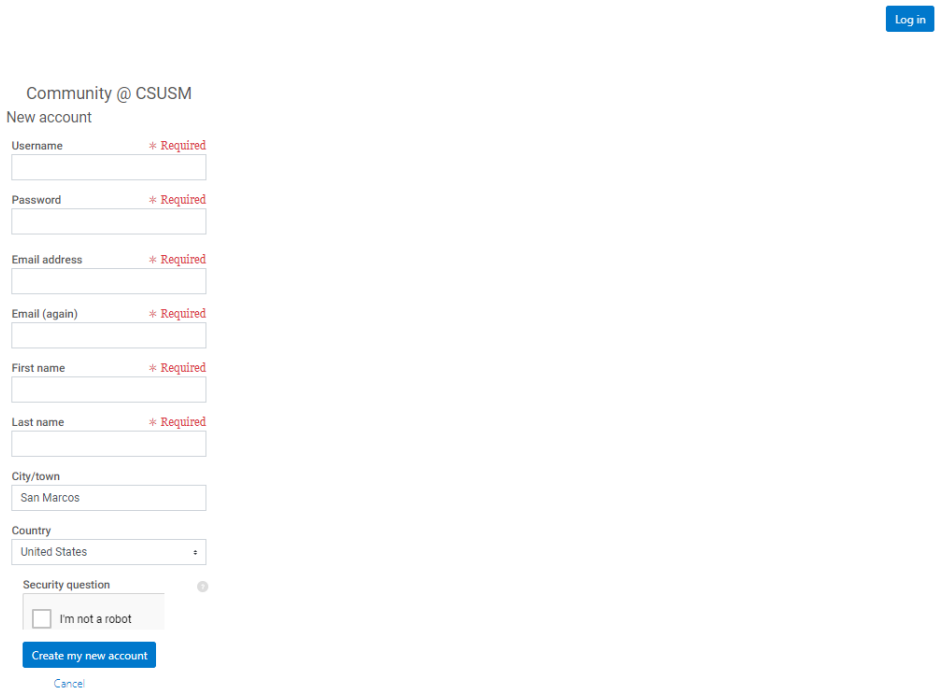
3. Click "**New Account** Form"

Don't have a CSUSM account? You will need to create an account.

All CSUSM faculty, staff, and students should login with their CSUSM username and password. If you are a community member or potential/transfer student that does not have a CSUSM username and password, you can create an account to access a container that you have been granted permissions to access.

Each of the individual courses may also have a one-time "enrollment key", which you won't need until after you have created your account. If you don't have that information, contact the person that invited you to the container. This is the process to create the account. Please use your email address as the username in all lowercase letters.

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

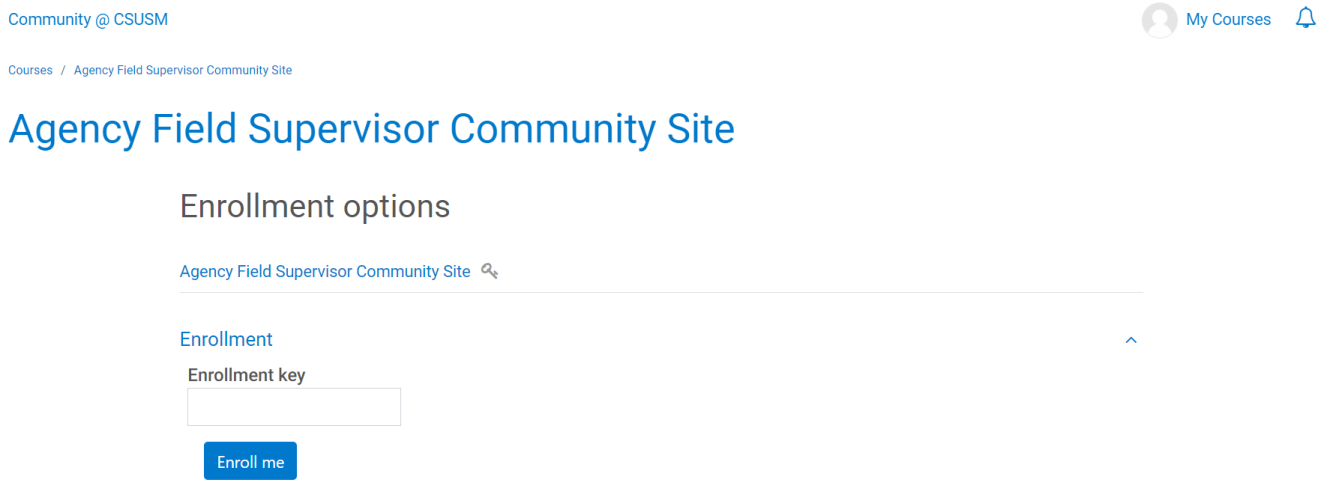
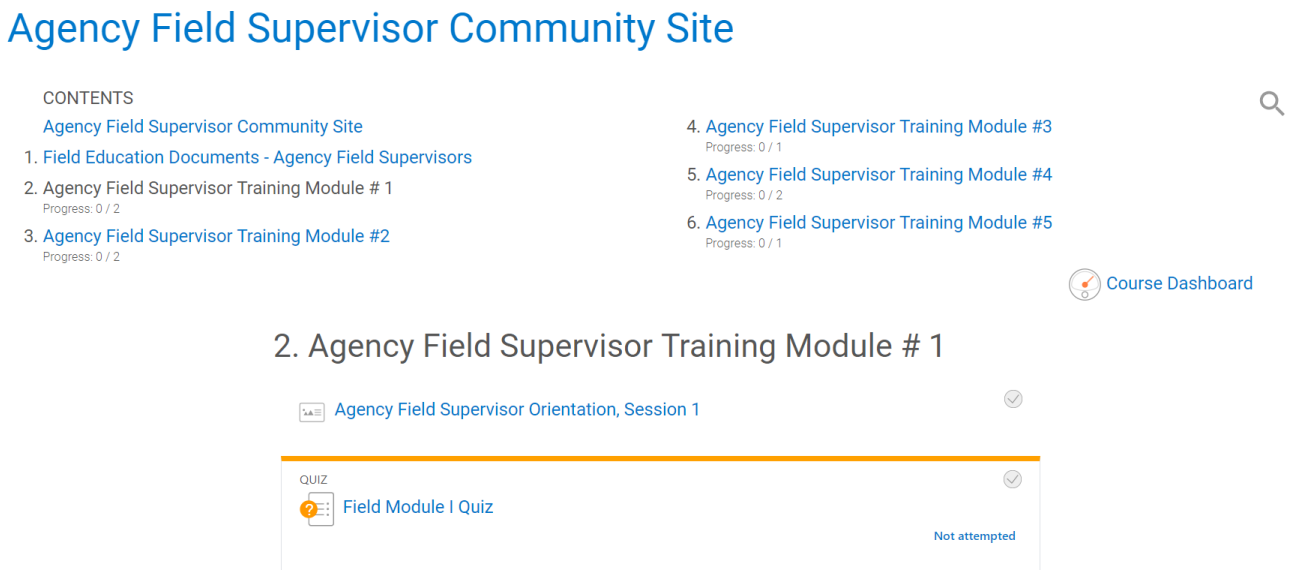


4. Enter your information. Your Username can only contain alphanumeric characters, and all letters must be lowercase. When finished, click **Create my new account** at the bottom of the page.

5. A confirmation email will be sent to your email address. Click on the link provided in the email to confirm your account. Once you confirm your account, you will automatically be logged into Community, on your “My Courses” page.

6. Click **Close** on the upper right hand side of the webpage to be taken to the Community Home Page. Scroll down to the bottom of the webpage, type “Agency Field Supervisor” into the **Search** bar, and click **Go**.

7. Enter the Enrollment key “socialwork”, and click **Enroll Me** to be enrolled in the course.



8. To access online Agency Field Supervisor Training modules, click on the desired module to download the course presentation PowerPoint. To take the corresponding quiz, simply choose the link directly below the module to begin.