

ULink49

Student User Guide

With ULink49, you can connect to community engagement opportunities across the City and throughout the Bay Area:

- **Volunteering:** Give back to the community and explore your passions.
- **Service learning:** Enhance your academic experience by doing community service that complements classroom learning and fulfills course requirements.
- **Internships:** Boost your resume and gain valuable career experience, potentially earning academic credit.



All nonprofit and public agencies on ULink49 are vetted and approved by ICCE. That means you can feel confident that your service placement is a reputable, safe, and high-quality opportunity.

With ULink49, you can:

- 1) **Create a profile** that shows off your experience and interests to potential service sites.
- 2) **Search our database** of 200+ local nonprofits and public agencies for a service opportunity that aligns with your goals and schedule.
- 3) **Apply for service opportunities** with a single click.
- 4) **Document your service** by tracking hours and posting reflections for your service supervisor, your professor, and yourself.

Create a profile.

Creating a ULink49 profile allows you to access our database of approved community partners and service opportunities. It will also allow community partners to view your interests after you apply for an opportunity and to officially accept you as a volunteer or intern.

1. Register for a ULink49 Account

NOTE: Your student ID/SFSU Gateway/iLearn login will not work for ULink49. You must create a new username/password combination

- Go to www.ulink49.org and click "Student." In the upper left corner.
You will be taken to a new website called coMesh, which is the host site for ULink49.
- Complete all fields with a red asterisk on the Student Registration form.
*You must use your SFSU email account (ending with mail.sfsu.edu).
If a red circular "i" icon appears when you enter your email address, this means that the address belong to an existing ULink49 account. Please contact ICCE in this event.*
- Checking the box that says "Allow Organization to see my profile" will enforce this setting for all future applications you submit. When you check the box, all organizations you apply to can view your name, email address, and phone number. If you want to retain the option to choose this on a case-by-case basis for each organization you apply to, do not check this box.
- Select SFSU as the university you would like to be affiliated with.
- Under "Interest Areas," click on each category to find the subcategories that best describe the nonprofit areas you are most passionate about and check them off.
These interest areas will be visible to community partners who view your profile when you apply for a service opportunity. Check as many as you'd like, but keep in mind that a student with focused interests may be a more appealing applicant than one who claims to be passionate about dozens of different things.
- Click "Register" at the bottom of the page to submit your completed profile.
NOTE: If you are student who is not enrolled in a Community Service Learning course you are welcome to use ULink49 however, please contact ICCE: 415-338-6419.

2. Confirm Your Registration

- Once you submit your profile, you will receive two emails: one letting confirming receipt of your registration, and another notifying you that it has been approved or rejected.
Your profile will be rejected only if you registered with a non-SFSU email address. In that case, you will be directed to edit your profile to include your SFSU email address. If your profile is approved, you can start searching for service opportunities!

Search for service opportunities.

ULink49 has 200+ community partners with 400+ opportunities!

There are 3 ways to search:

1. If you want to perform a specific search with key terms:

- Go to the “My Opportunities” box on the dashboard and click “Apply for an Opportunity.”
- Search by Keyword, Organization, or Opportunity Title.

Note: (Only search by Course Number/Title or Faculty Name if your professor has pre-selected opportunities for you.)

2. If you want to narrow your options based on your availability, your geographic area, or the population you’d like to serve:

- Go to the “My Opportunities” box on the dashboard and click “Apply for an Opportunity.”
- Click “Advanced Search” on the far right and narrow the search as much as you’d like, keeping in mind that you may need to widen it to get results.

3. If you want to see a list of ALL community partners:

- Click the “Directories” tab on the far upper right and select “Organization Directory” from the drop-down menu. You can search by name or browse alphabetically.
- Once you find an organization you’re interested in, return to “Apply for an Opportunity” and perform a search for that organization to see their current service listings.

Keep in mind:

If you are doing service learning for a course, your professor may have their own list of pre-approved sites they would like you to work with. Please follow their guidelines when applying for opportunities.

Apply for service opportunities.

Apply straight from ULink49 with a single click!

1. Click on an opportunity title to learn about it and the sponsoring community partner. If you would like to apply for the opportunity, click “Apply.”

Your profile will be sent to the community partner for review, and you will receive a confirmation email from ULink49.

2. Make sure to actively pursue the opportunity by following up with the community partner via email or phone. Let them know why you’re interested in their organization and what you hope to gain from working with them.

When the community partner accepts you as a volunteer, you will receive a confirmation email from ULink49.

3. Once you secure an opportunity, meet with the community partner, start doing your service project, and document it!

Keep in mind:

Community partners are very busy, and they might not get the chance to list every available opportunity on ULink49. If you find a community partner you’d love to work with, but they don’t have any open opportunities, try calling or emailing the listed contact person to ask if they need volunteers or interns. Explain that you’re an SFSU student looking for service opportunities and that you found them through ULink49.

Document your service.

ULink49 allows you to keep track of the service hours you do...

- ...for your professor: track your hours to fulfill course requirements
- ...for your service supervisor: track your hours for service done off-site or independently
- ...for you: be proud of how much time you've given back, and use those numbers on your resume!

Here's how:

1) Enroll in a service learning course to connect your service to the course.

- Click the tab called "Associate Universities."
- Under "Courses," click "Select Courses."
- Search for your course by name or number, or browse the list, then select and save your course.
- You only need to do this step if you're enrolled in a service learning or internship course. If you're volunteering for no credit, skip this step.

2) Add and submit your hours:

- Go to the "My Opportunities" box on the dashboard and click "Submit Hours."
- To add hours, click on the plus sign icon to add hours and write a reflection.
- To submit hours, click on the green arrow icon under the column "Total Pending Hours for Submission."

Your service supervisor will receive an email asking them to confirm your hours. If you're doing service learning or an internship for credit, your professor will be able to see your hours once your service supervisor confirms them. If you're unable to add and submit hours, it's because your service supervisor has not accepted you as a volunteer on their end. Contact your supervisor as well as ICCE staff to fix this problem.

3) View and edit your pending and confirmed hours:

- Click the "My Opportunities" tab at the top of the screen.
- Click the black arrow next to the opportunity title to view your hours.
- Edit or remove hours with the pen or X icons, respectively.

Keep in Mind:

It's better to track your hours and write your reflections soon after doing the service, as you may forget details or misremember your schedule. Plus, it will save you a lot of work at the end of the semester/service project!

ULink49 has other capabilities, but for the purposes of this user guide, we've pointed out only the essentials. If you have questions or would like to learn more about ULink49's additional features, please email icce@sfsu.edu or call 415-338-6419.