ULINK USER GUIDE:
HOW TO REGISTER AS AN ORGANIZATION
UPDATED: 5.4.21

INSTITUTE FOR CIVIC AND COMMUNITY ENGAGEMENT
1. Go to https://sfstateulink.org/#/
2. Click “REGISTER AS Organization”, located on the top left side of the ULink homepage.

You will then be directed to registration page to Create a new Account

Enter your Organization name and click “SIGNUP”.

Already have an account?  LOGIN

Create new Account

501C3 or Other EIN # or Organization Name
(Organization Name should be exact match)

Organization Name / EIN

The system will check whether an organization with the same EIN Number or Organization Name is already registered

SIGNUP
You then will be directed to complete three categories:

1. Basic Info
2. Causes
3. Additional Info
GETTING STARTED: CREATE AN ACCOUNT

4. Complete your Organization’s “Basic Info”. When done, click on NEXT located on the bottom right.

All text boxes which are outlined in red, are required to complete in order to move to the next category (#2 Causes).
Select the causes that your organization helps to support to assist students when searching for opportunities. If none apply to you, press Next.
Under “Additional Information,” complete the Learning Placement Assessment Rubric. Once complete, click ‘REGISTER’ on the bottom right.

- In order to create a positive, safe and valuable out-of-classroom learning experience, CSU faculty, students, college staff and community partners must work together as a team to make the most of the experience and manage the unique risks that exist. There is insurance available to protect CSU as well as the learning site, if the proper agreement is in place. Students can avoid unsafe situations when everyone is familiar with the placement details and a proper risk assessment has been completed.

- This risk assessment is not intended to prohibit educational experiences that may seem “too risky,” but rather to find ways to reduce the amount of risk and liability exposure, so that the off-campus learning opportunity is a safe, healthful and fulfilling educational experience for all parties involved. This section should be completed by someone familiar with any potential risks.
Thank you for completing the first step for an agency to become a contracted university partner.

Next Step

• ICCE will send you a Learning Site Placement Agreement (LPSA) for review and signature. We will send via your email address that you provided.

Resources

• ULink User Guides and additional resources, can be found here: https://icce.sfsu.edu/community-partnerships
QUESTIONS?

PLEASE JOIN US AT OUR WEEKLY VIRTUAL DROP-IN HOURS

More information, scheduled hours, and Zoom link can be found here:

https://icce.sfsu.edu/virtual-drop-hours