



ULINK USER GUIDE: HOW TO REGISTER AS AN ORGANIZATION

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INSTITUTE FOR CIVIC AND COMMUNITY ENGAGEMENT

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to community
#iconnectSFSU

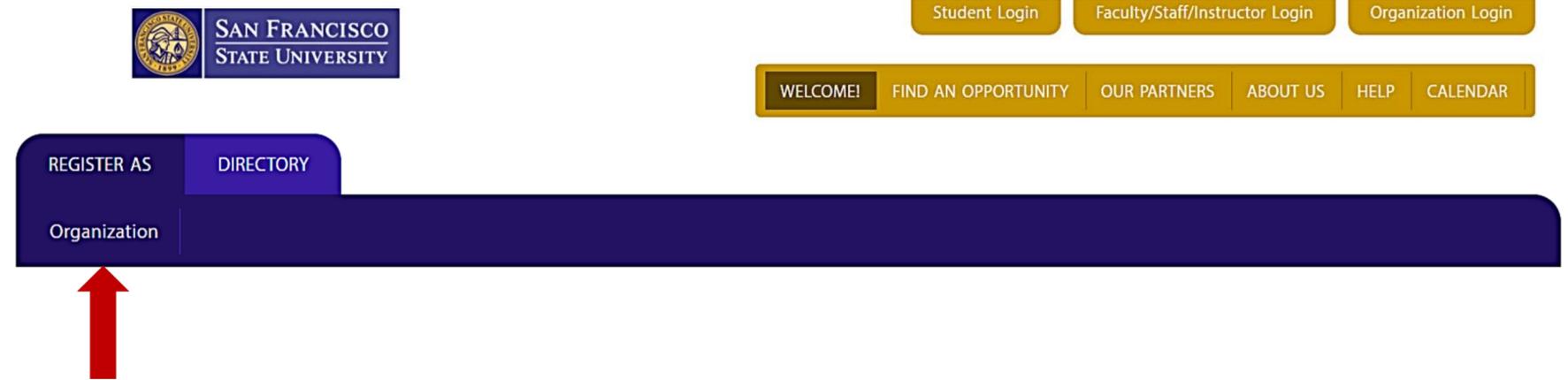


Create Connections,
Explore the Possibilities

GETTING STARTED: CREATE AN ACCOUNT

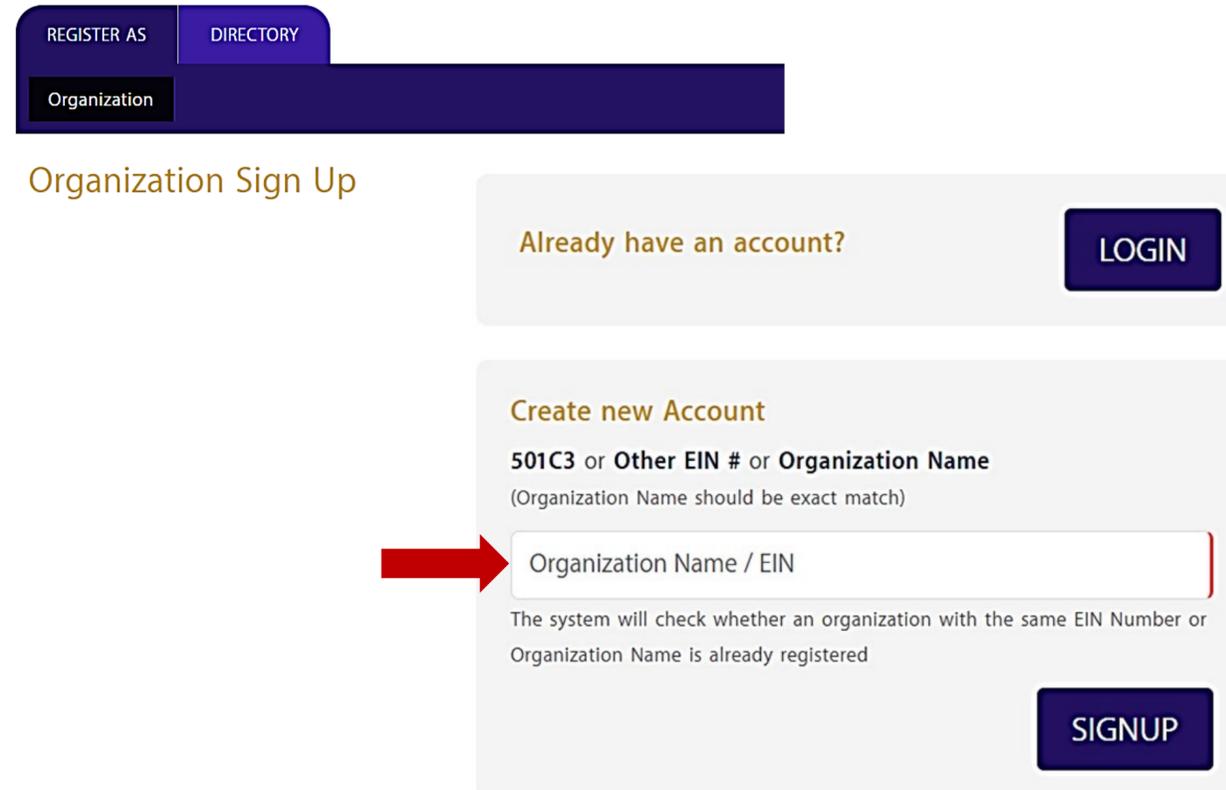
1

- Go to <https://sfstateulink.org/#/>
- Click "REGISTER AS Organization", located on the top left side of the ULink homepage.



2

- You will then be directed to registration page to Create a new Account
- Enter your Organization name and click "SIGNUP".



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- 3 You then will be directed to complete three categories:

Organization Sign Up





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4 Complete your Organization's "Basic Info". When done, click on **NEXT** located on the bottom right.

1 Basic Info **2 Causes** **3 Additional Info**

Basic Info

EIN Username

Password (Min. Length 6) Confirm Password

Please save your username and password. You will need to use it to log-in to the website.

Organization Details

Demo Org. Name Website

Email Phone

--- Select Organization Type ---

Mission statement

Address Details

Address Line1 Address Line2

USA Zip

City County

--- Select State ---

Primary Contact

Job Title First Name

Last Name Email

Phone --- Select Phone Type ---



All text boxes which are outlined in red, are required to complete in order to move to the next category (#2 Causes).



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5

Select the causes that your organization helps to support to assist students when searching for opportunities. If none apply to you, press Next.

Progress indicator: 1 Basic Info | 2 Causes | 3 Additional Info

Adult Education	Animals	Arts & Culture	Children & Youth Education	Civic & Community	Disaster & Emergency Services
Environment	Family Services	Health & Wellness	Hunger & Homelessness	Senior Services	Sports & Recreation
Agriculture	Housing	Immigration/Naturalization	Poverty	Labor/Employment	Law/Legal Services
For-Profit	Youth Development/Programming	Transportation			

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- 6** 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.

Learning Site Assessment Rubric

This form should be completed by a knowledgeable representative of the Learning Site who is intricately familiar with the organization's safety policies & procedures and the potential learning activities that CSU students will be engaged in as part of their academic internship and/or service-learning experience.

SUPERVISION
Will the students be supervised less than 50% of the time or will the supervisor be responsible for overseeing more than 8 people?

If Yes/No, please answer in text AND select Yes/No box. If not applicable (N/A), please explain briefly:

Yes No N/A

LOGISTICS - CHECK IN
How will students check in at the site?

LOGISTICS - TRACK HOURS
How will students track hours at the site?

REGISTER



GETTING STARTED: CREATE AN ACCOUNT

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>



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