Getting Started

Logging in
1. Go to https://app.calstates4.com/csuchico
2. Click the Community Partner Log In button
3. Provide your log in information. Click the “Request new password” link if you have forgotten your password or if you did not receive the initial set up email from S4 Notifications.
4. Click “View/Manage Students” to see all current and previous interns.

Hello Nicole! What would you like to do?

<table>
<thead>
<tr>
<th>Program(s)</th>
<th>Site Name</th>
<th>View/Manage Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work</td>
<td>6th Street Center for Youth</td>
<td></td>
</tr>
</tbody>
</table>

5. Click the placement number hyperlink to access an individual student’s placement page.

Placements
For — 6th Street Center for Youth

<table>
<thead>
<tr>
<th>Placement</th>
<th>First name</th>
<th>Last name</th>
<th>Program</th>
<th>Course</th>
<th>Site Staff</th>
<th>Opportunity</th>
<th>Estimated Hours</th>
<th>Reported Hours</th>
</tr>
</thead>
</table>
6. Form names start with the person assigned to complete them. Agency Field Instructors are responsible for completing the **AFI – Agreement to follow the Student Support Process** at the beginning of fall semester as well as the **AFI – Practicum Student Evaluations** at the end of fall and spring semesters. All other forms will be completed by the student.

### Signup Forms

- AFI - Agreement to follow the Student Support Process
- Student Ethical Guidelines and Consent
- Student Learning Contract
- Student Safety Orientation Checklist
- Student Waiver of Liability, Promise Not to Sue, Agreement of Risk and Agreement to Pay Claims

### End of Placement Forms

- AFI - Fall Field Practicum Student Evaluation
- Student - Fall Field Practicum Self-Evaluation
- AFI - Spring Field Practicum Student Evaluation
- Student - Spring Field Practicum Self-Evaluation
7. When a student submits a form, an automatic email will be sent by S4 notifications to the main site staff and the secondary signer (if applicable) prompting them to click a link in order to review the form and submit their electronic signature.

8. In addition to the email link, you can access student form submissions directly from their placement page by clicking the “View Submission” button to the right of the form name.
9. When you are viewing a form, you can look in the upper right of the page to see which signatures have been submitted (in green) and which signatures are still needed (in red).

10. In addition to the student’s signature, student forms require 2-3 signatures
   a. **Signature 1** - Main site staff (could be on-site agency field instructor or task supervisor)
   b. **Signature 2** - Secondary signature (could be task supervisor or off-site agency field instructor) *please note that some students may not have a secondary signer*
   c. Faculty Field Liaison

11. The main site staff will click Signature 1 in the upper right and then scroll to the bottom of the page to electronically sign and submit the form. The secondary signer will click Signature 2 in the upper right and then scroll to the bottom of the page to electronically sign and submit the form.

If you have any problems navigating S4, please don’t hesitate to contact Nicole Davis nmdavis@csuchico.edu