



School of Social Work
Field Education Program
Chico, CA 95929-0550
Phone: (530)-898-5632 Fax (530)-898-5574
www.csuchico.edu

CalState S4 Student User Guide

Getting Started

Logging in

Go to <https://app.calstates4.com/csuchico>

Click the **Student/Faculty Log In** button and use your campus username and password to log in to the system

During the login process you may be asked to select your campus in order to be successfully redirected to your campus' single-sign-on page

Student/Faculty Log In

Community Partner Log In

If you need help in a sign in process, follow the steps in this HelpDoc.

Welcome to CalStateS4 for CSU Chico

Welcome to S4 at California State University, Chico!

S4 is the gateway to field placements for Social Work students.

Please login with your portal ID

Questions? Contact Nicole Davis nmdavis@csuchico.edu

View Current and Past Placements

Click on **View My Placements** toward the bottom of the page

Hello Social Work! What would you like to do?

Social Work Students:

You can access your placement information and assigned forms by clicking on **View My Placements** below.

If you have any questions please contact Nicole Davis
nmdavis@csuchico.edu

Course

Fall 2020 SWRK 489A (1): Social Work Practicum I

Browse

Placed

View my placements

You have 1 current placement and 1 past placement.

Click on the placement # to the left of your current placement

My Placements

Fall 2020

	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
Placement #135352	Social Work	SWRK 489A (1): Social Work Practicum I	Basic Needs	Nicole Davis	none	Not reported	Not reported

Spring 2020

	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
Placement #130956	Social Work	SWRK 0 (0): SWRK Test Course	SWRK Test Site	Patty Partner	none	Not reported	Not reported

Total estimated hours: NR | Total reported hours: NR

You will now see basic information about your placement along with a list of required forms to complete.

Click on the **Complete Form** link to the right of the form name

Placement #135352

Student: Social Work Student
Placed by: Ryan Jones
Course: SWRK 489A (1): Social Work Practicum I
Program: Social Work
Site: Basic Needs
Site Staff: Nicole Davis
Opportunity: (empty)

Placement Term(s):
Fall 2020
Estimated Hours:
(empty)
Reported Hours:
Not Reported

Signup Forms

Student Learning Contract	Complete form
Safety Orientation Checklist	Complete form
Ethical Guidelines and Consent	Complete form
Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims	Complete form

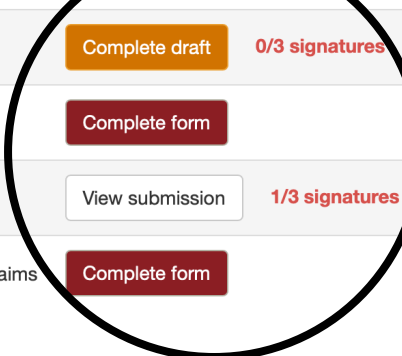
Fill out your forms according to the instructions and utilize the **Save Draft** feature if you would like to save your work and come back and complete the form at a later time



The placement page will show the status of your forms along with how many of the required signatures have been submitted

Signup Forms

Student Learning Contract	Complete draft	0/3 signatures
Safety Orientation Checklist	Complete form	
Ethical Guidelines and Consent	View submission	1/3 signatures
Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims	Complete form	



After you have electronically signed and submitted a form, your main site supervisor and task supervisor/off-site agency field instructor (if applicable) will receive an email from **Nicole Davis via CalState S4** with a direct link to review and sign the specific form

If you have any problems navigating S4 or completing and submitting forms, please contact Nicole Davis nmdavis@csuchico.edu