Instructions On How to Use CI SERVES

The Center for Community Engagement
STOP!

You **must** contact your community partner **before** registering your service-learning site placement with CI SERVES.

A sample phone script can be found here on the CI SERVES webpage:

[www.csuci.edu/servicelearning/ci-serves](http://www.csuci.edu/servicelearning/ci-serves)
1. Start at the CSU Channel Islands homepage and type CI SERVES into the search browser.
2. Click CI SERVES.
3. Click LOG IN.
4. Choose CSU Channel Islands and click LOG IN.
5. Type in your Dolphin name and password. Click SIGN IN.
6. Find your service-learning course and click PLACE.
7. Click on SEARCH BY SITE.
8. Click on the SITE WHERE YOU ARE SERVING.
9. Click SELECT THIS SITE.
10. Find your site supervisor and click SELECT.

NOTE: If you do not see your site supervisor, select I don’t see my Site Staff/Contact. If at any time during your placement process you would like to change organizations, choose the Start over button at the top of your screen.
11. Enter the estimated number of hours you will be serving OR working on your service-learning project. Click NEXT.

Dates of Service

Program: Service Learning - Course: TST 100 (1) - Test Course - Site: St. Paul Community Outreach Center "The Annex"
Select dates of service by
- Dates
- Term

Term Required Fall 2016

Please estimate the minimum number of hours you will serve at this site
St. Paul Community Outreach Center "The Annex" has no minimum hours requirement.

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

Next
12. Find **Release of Liability** - click **COMPLETE FORM ONLINE**.
13. **READ**, sign and verify your age on the **Release of Liability**. Click **SUBMIT**.
14. Find **Student Learning Plan** – Click **COMPLETE FORM ONLINE**

![Student Learning Plan Form](image-url)
15. Enter all information into the **Student Learning Plan.** **NOTE:** This information is emailed to your site supervisor.
16. **READ**, sign and verify your age on the Participation Guidelines. Click SUBMIT.
17. Download the **Student Time Log** to track your service-learning hours.
18. Click FINISH PLACEMENT.
19. You will receive a confirmation email for your site placement. Your professor will view your forms and confirm that your site placement is completed.
For questions, please email

ci.serves@csuci.edu