How to Make a Placement in S4 2.0 for Students

1) Login to S4 2.0 via this link: [https://app.calstates4.com/csueastbay/](https://app.calstates4.com/csueastbay/)

2) Click login

Welcome to CalStateS4 for CSU East Bay

Welcome to the CSU East Bay Center for Community Engagement student placement and community partnership management system. We have a variety of academic courses and co-curricular programs that connect students with the community for hands-on learning experiences that contribute to and support our region.

PLEASE NOTE: THIS SITE IS UNDER CONSTRUCTION AND DOES NOT HAVE FULL FUNCTIONALITY.
3) Choose CSU East Bay and click login

4) Enter your NetID, Password, and click login
5) Click Start next to the course you are making a placement for

6) Find your placement site by clicking Search by Site
7) Click the Select button next to your placement site

Select Site

Search fields are inclusive. What's that?

Site name

City

Organization type

Issues Addressed

Choose some options

Choose some options

You are allowed to select any of the sites below.

A Better Way, Inc.

ABC Child Care Center
8) Enter the estimated number of hours you will serve at this site and click Next.
9) **Click Complete Form Online next to Sign Up Forms - Student Off Campus Learning Waiver**

After you have finished completing all required forms, you must click Finish Placement to complete the process.

**Placement Forms**

**Signup Forms**

Student Off Campus Learning Waiver [Complete form online]

* This form is required to complete your placement.

Your placement is not complete until you have filled out all required webforms.
10) Complete the Student Off Campus Learning Waiver and click Submit

You have already submitted this form. View your previous submissions.

Student Off Campus Learning Waiver

STUDENTS SHOULD ONLY SUBMIT THIS WAIVER AFTER MEETING WITH AND CONFIRMING PLACEMENT WITH THE AGENCY OR ORGANIZATION.

All students engaged in off-campus service projects for credit and/or academic courses must complete this waiver, including fieldwork, internship, field studies, applied, and service learning courses, or courses with an assigned community project. Students not successfully submitting a waiver cannot take part in the learning/service activity. These students must contact their instructors. To successfully submit a waiver, students must acknowledge they understand and agree to the terms of the waiver, and submit with signature.

Students engaged in observations, field trips, or one-time meetings for credit, courses, or class projects must complete a Field Trip Form.

Student Identification Information

11) Click Finish Placement

After you have finished completing all required forms, you must click Finish Placement to complete the process.

Placement Forms

Program: Center for Community Engagement - Course: TST 100 (1): Test Course - Site: A Better Way, Inc. - Risk: Accepted

Signup Forms

Student Off Campus Learning Waiver View your submission

* This form is required to complete your placement.
* If you have searched by site and **DO NOT** see your site listed, you must complete the Student Placement Request for Non-Contracted Sites.