



# How to Find a Community Partner Site in CEC Connect (CalState S4)

Community Engagement Center Sacramento State

## **How to Find CEC Connect (CalState S4)**

#### ...go to CSUS.edu/CEC and select "CEC Connect (CalState S4)" under Resources

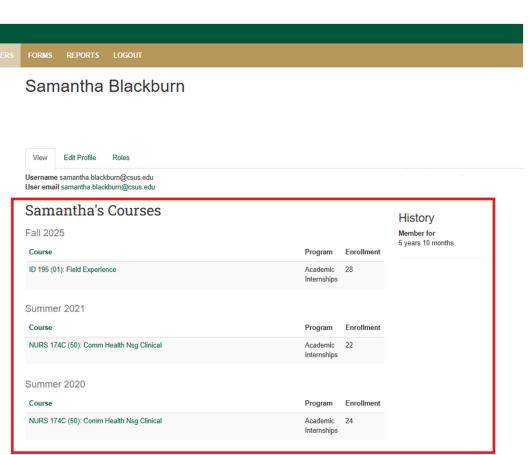


# **CEC Connect (CalState S4) Home Page**

#### ...for Faculty/Staff

Use your Sac State login credentials to proceed to the home page.

For Faculty: your courses (previous, current, and upcoming) will appear on the home page. You can select each course to see the class roster and other information.



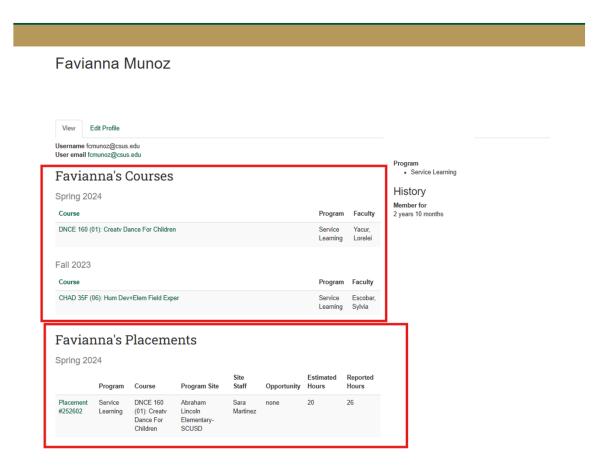
# **CEC Connect (CalState S4) Home Page**

#### ...for Students

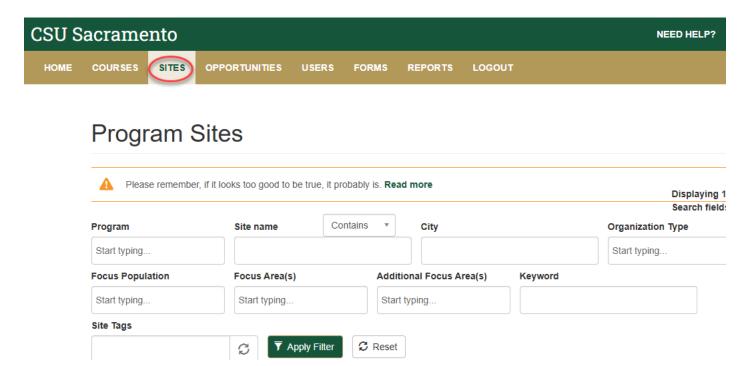
Use your Sac State login credentials to proceed to the home page.

For Students: the course(s) you are enrolled in & the sites you are placed at, will appear on your home page.

You will also see any "pending tasks" that you must complete, such as your student orientation form.



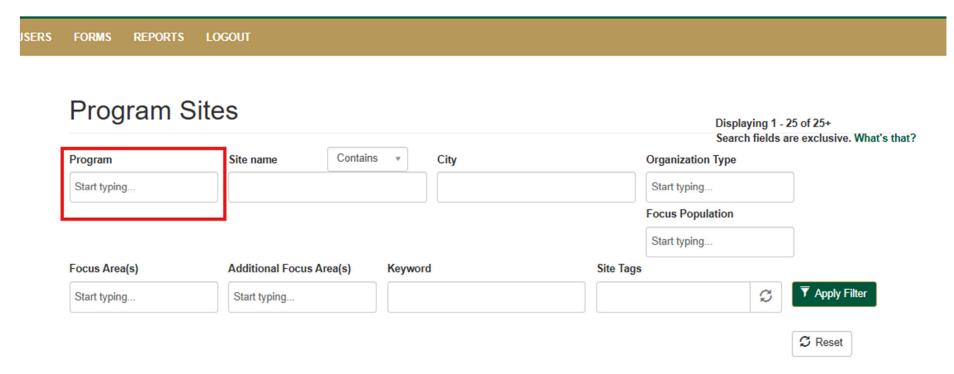
#### Select "Sites" in top navigation bar



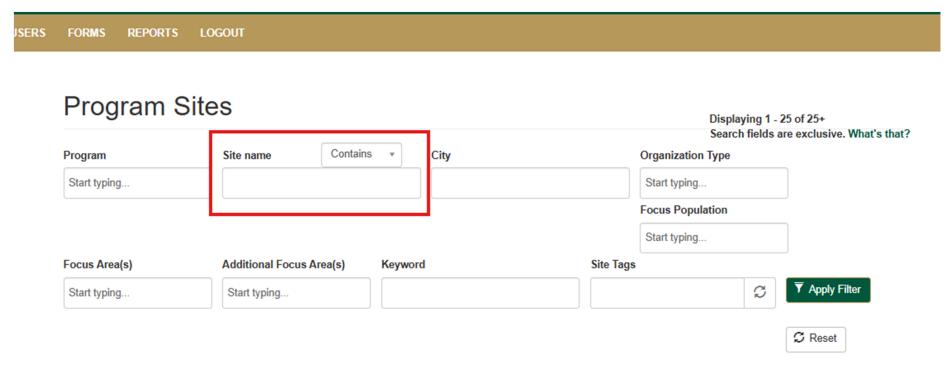
Selecting a "Program" from the dropdown menu is <u>optional.</u>

There <u>are not</u> site agreements specific to service learning, curricular communityengaged learning, or academic internships.

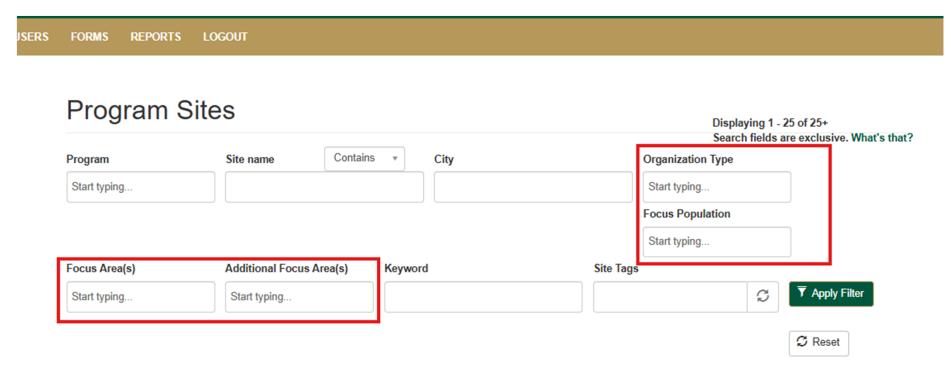
Note: there are agreements specific to some departments such as Social Work.



If you know the site name (even if partially), enter that in "site name" (note: exact spelling must be used)



Use any additional search functions – "organization type," "focus population" and "focus area(s)" are drop down menus - and click "Apply Filter" to complete the search



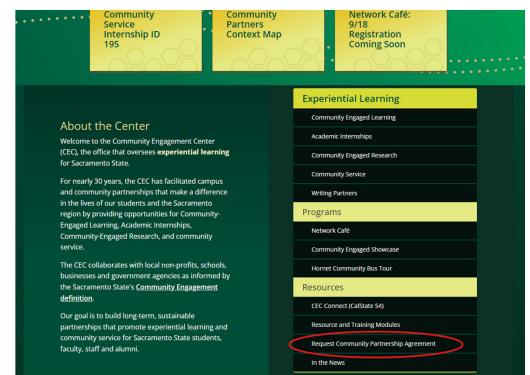
# What if a Site is not on CEC Connect (CalState S4)?

If a site is does not appear in CEC Connect (CalState S4), it most likely means there is no current agreement between that organization and Sacramento State.

**For Students**: please contact your course instructor and ask them if they are able to submit a request for a new agreement

**For Faculty/Staff**: if you would like to submit a request for a new agreement, please use the link under "Resources" on the CEC webpage.

CEC staff will review the request and forward to Contract Services.









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