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

Community Engagement Center
Sacramento State

A Step-by-Step Guide *for Students*

Step 1

- Go to our website: csus.edu/cec
- Click on "CEC Connect (CalState S4)" under the Resources tab on the right

Step 2

- Click on the "Student/Faculty Log In" Button
- Sign in with your Duo Mobile Authentication

Step 3

- From the Home screen, click on to "SITES" tab at the top
- Under "SITES", you can **access and filter** through ==*current community partners*==

This is the entire list of partners...

To find organizations that are applicable to your specific department or course, add some filters at the top and then click "Apply Filter"
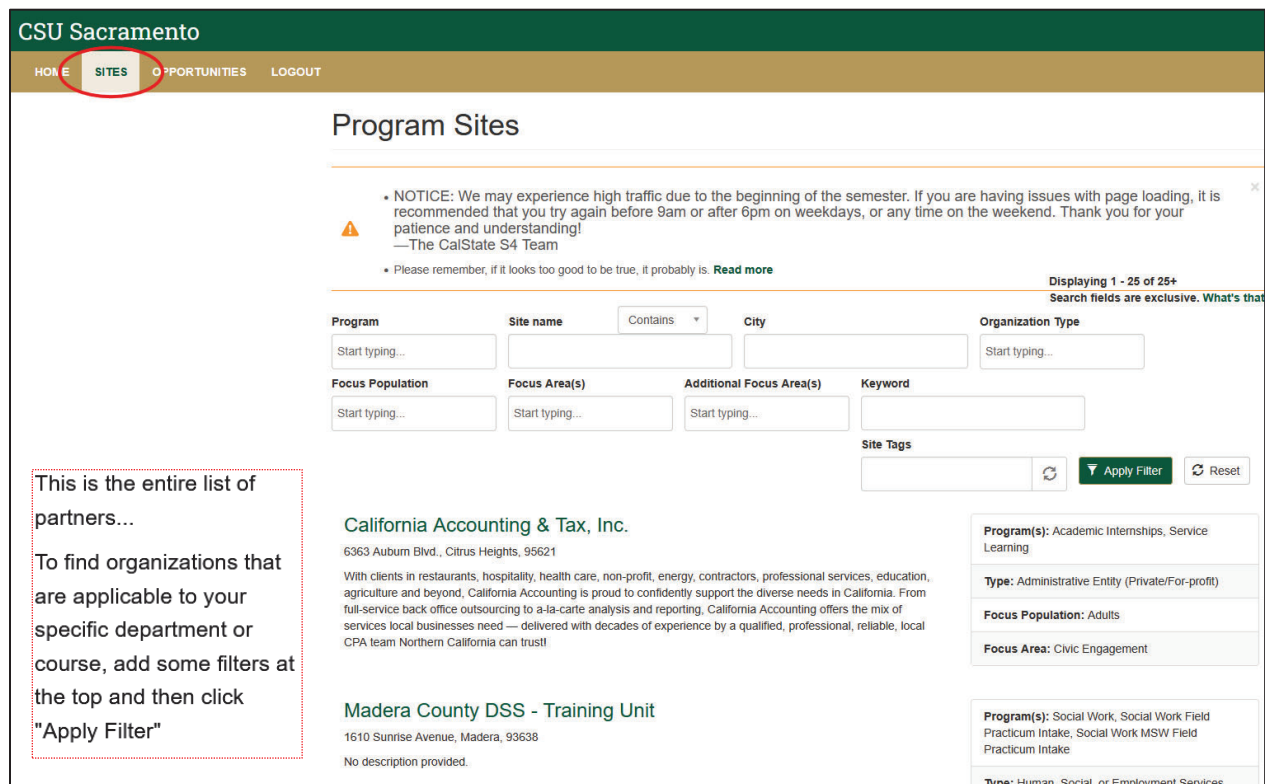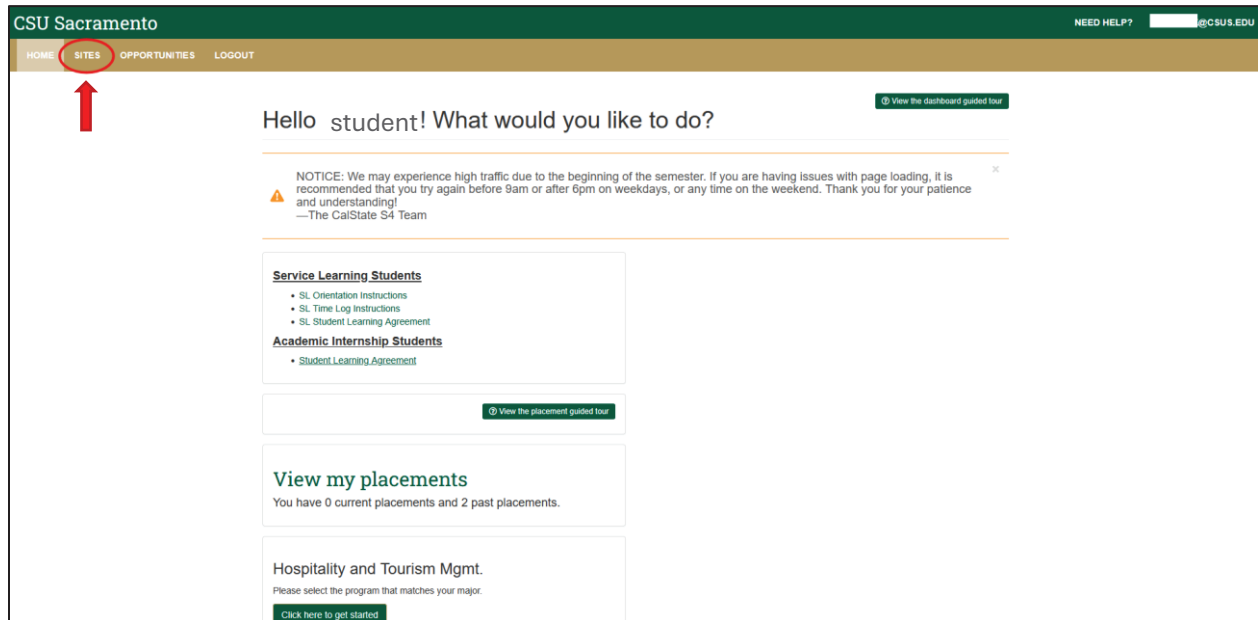
Step 4: How to Search and Filter Through Organizations Pt.1

Site Name

- If you are looking up a **specific site**, you can enter the organization in the "Site name" field, then click "Apply Filter"

- **If the organization is an active partner**, they will appear as such:

From here...

- **Your PROFESSOR or department FACULTY will take over.**
    - **If there is an active partnership,** your professor can assign you to the site!
    - **If there is _NOT_ an active partnership,** students enrolled in a course will need to find a different organization with an active agreement.
        - If you are not yet enrolled in a course, a **faculty** member may initiate a partnership agreement with your desired organization. This process takes around 6-8 weeks to complete.

Step 4: How to Search and Filter Through Organizations Pt.2

Organization Type

- If you would like a **full list** of organizations *tailored to your course/department*...
    1. Look through the **Organization Type options**
    2. Choose the one that best fits your needs
    3. Click **"Apply Filter"**

From here...

- **Read through the organizations that pique your interest. Be sure to click through to the organization's website to learn more about what they do.** Once you have decided which organization you would like to be assigned to...
    - **Confirm with your professor and they will place you at this site!**

Step 4: How to Search and Filter Through Organizations Pt.3

Focus Area(s)

- If you'd like a **generalized list** of organizations *for your course/department*...
    4. Look through the **Focus Area(s) options**
    5. Choose the one that best fits your needs
    6. Click **"Apply Filter"**

From here...

- **Read through the organizations that pique your interest. Be sure to click through to the organization's website to learn more about what they do.** Once you have decided which organization you would like to be assigned to...
    - **Confirm with your professor and they will place you at this site!**

I still have questions, what should I do?

If you still have questions, your first point of contact will be your **PROFESSOR / FACULTY** member.

If your professor or faculty member is unable to assist you, they should reach out to CEC for clarification.

If you feel the need to reach out to CEC for any reason, please include the following information:

- **Full Name, Student ID, CSUS Email, Course and Section Number, along with your Professor's name.**
    - *Brownie points if you CC your professor on your email to CEC!*

CEC Contact Information

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