ULink49 allows our community partners to create and post new volunteer projects or placement opportunities. Students seeking community engagement opportunities will be able to see your posting and will contact you in order to complete their hours.

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I. ACCESSING ULink49: LOGIN & REGISTRATION

**STEP 1:**
Go to [www.sfsu.edu/~icce/login.html](http://www.sfsu.edu/~icce/login.html)

Login using your current username and password.

**OR**

**STEP 2:**

Click on “Register” to Create Account if you do not already have an ULink49 account.

You will then be directed to the homepage of Ulink49.
Choose Registration Type

Click on “Register Now”

Complete Registration

- Entries with red asterisks (*) must be completed
- Password must be 6 to 20 characters and needs to include one number, one letter, and one non-alphanumeric characters.
Select the university(s) you would like to be associated with.

- For FYI, you will be able to see Student forms which all students must abide and complete in order to receive course credit.

- Once you select SF State, the following panel will pop up. You will be required to complete a Learning Site Assessment Rubric (LSA). You will receive an email from ICCE should a site visit be required based on the submitted answers of the LSA. Then, a “Service-Learning” Agreement will follow from ICCE by email.

- Next, select the Interest Areas which best represents your organization and the services you provide.

To complete registration click the “Register” icon on the bottom right side of page.
• When complete, a “Thank you” box will appear and you will be receive an e-mail confirming your registration. You can then Login to create your agency’s volunteer opportunities.

II. CHANGING USERNAME & PASSWORD

STEP 1:
Go to www.sfsu.edu/~icce/login.html

Login using your current username and password.

STEP 2:
Click on “Dashboard” tab.

The Dashboard is your “homepage” of your account.

• Go to the “Manage My Profile” panel.

• Next, click “Change Username/Password” tab.
STEP 3:
• You can change either your Username and/or Password.

• Create new Username you can click “check” to see if that Username is available.

• To change password, fill out all entries with red asterisk and click “change password.” Close screen.

• Login using your current username and password.

III. EDITING AGENCY PROFILE

STEP 1:
Click on “Dashboard” tab

• Go to the “Manage My Profile” panel.

• Next, click “View/Edit Organization Profile”.
Step 2: Edit Profile

Click “Edit Profile”.

- Insert your logo.

You can edit the following tabs:

- Basic Profile
- Description
- Mission
- Interest Areas
- History
- Services
- Demographic
- Success Story
- Collaboration

Be sure to click “Save” on each tab that you edit.

IV. Creating Volunteer Opportunities

Step 1:

Click on “Dashboard” tab

- Go to the “Manage Opportunities” panel.
- Next, click “Add Opportunity”.

Save Save and Proceed
STEP 2:
- Complete all entries in the “Opportunity Detail” tab.
- Entries with red asterisks (*) must be completed.
- Then click “Save and Proceed”.

STEP 3:
- Create the schedule (timeline) for the opportunity by clicking on “Add Opportunity Schedule”.
- Then click “Save and Proceed”.

STEP 4:
You will then see the “Add Opportunity Schedule” screen.
- Choose dates and times
- Number of volunteers needed
- Address of opportunity
- Write a description of the opportunity
You can Save or add new opportunity.
Click save to continue.
STEP 5:
You will then be directed to the "Search Criteria" screen.

Scroll down to “Edit Criteria”.

Next
- **Determine the What?** - “Select Category” of the opportunity through the drop down menu.
- **Select Who:** the age, population, and skills needed for the opportunity. Be sure to click “Save”.
- **Select the Where:** The SF neighborhoods are categorized by Supervisorial districts. You can find your district by visiting: [www.sfbos.org](http://www.sfbos.org)

Then click “Proceed”

STEP 6:
Creating a Partnership – DO NOT SKIP THIS.

If your agency is working with faculty members or with other agencies, please add your associations.

We are trying to create new connections/partnerships and this will help others see how they might work with you or with your associations.
STEP 7:  
Upload Documents (Optional)

- Upload documents that might be useful for volunteers to understand your organization, the type of work they will be doing, or volunteer forms.

- Entries with red asterisks (*) must be completed

- If you have no materials to upload, click on “Skip”

STEP 8:  
Upload Photos (Optional)

- To upload photos, go to “Manage Pictures” tab and click “Add Album”

- If you have no photos upload, click on “Skip”
STEP 9:
Publish Opportunity

If you are approved by ICCE, you can publish your opportunity. A green thumbs up means your opportunity is approved.

Once your opportunity is published it will be searchable to volunteers.

You can return to the Dashboard or Logout.

V. HOW TO APPROVE VOLUNTEERS

STEP 1:
Click on “Dashboard” tab

- Go to the “Manage Volunteers” panel
- Next, click “Approve/Reject Volunteers”

STEP 2:
- You will be directed to the “Pending Volunteers” tab.
To approve your volunteer, click the thumbs-up icon.
STEP 3:

- After clicking the green thumbs up, the “Pending Volunteer” panel will pop up.
- Click on the box of the volunteer’s name that you want to approve, then click “Approve”.

The volunteer will then be sent an email to notify them your approval and to contact you directly.

VI. HOW TO APPROVE VOLUNTEERS HOURS

STEP 1:
Click on “Dashboard” tab

- Go to the “Manage Volunteers” panel
- Next, click “Approve/Reject Volunteer’s work”

STEP 2:

- You will be directed to the “Pending Hours” tab.
- Then click the thumbs-up icon.
**STEP 3:**

- After clicking the green thumbs up, the “Registered Volunteers” panel will pop up.

- To approve pending hours, click the triangle icon.

- After clicking on the triangle icon, the box will expand.

- It is mandatory to write a comment. Write a short comment in the box.

- Click “Approve” then “Close” when done.

**VII. VIEW YOUR CONNECTIONS**

**STEP 1:**

Click on “Dashboard” tab

- Click on “My Mesh”
**Step 2:**
You will be able to view your “connections”. You will be able to see the universities and CSL courses you are connected to, the faculty you are working with, and students who have indicated that they volunteering/interning with you.

Questions? Feedback?
Please contact us at 415-338-6419