ULink49 allows faculty to track the sites and hours of students who are taking part in Community Engaged Courses (i.e., Community Service Learning or Internship). Faculty can also post volunteer opportunities for current research and other community-based projects that they are working on with community partners and view opportunities posted by agencies for possible future collaboration.

I. Accessing ULink49: Login & Registration
II. Changing Username & Password
III. Editing Your Profile
IV. How to Verify Students Taking Your Community Engaged Courses and Verify their Hours of Service at Agency Site
V. Creating Volunteer Opportunities For Your Research Projects
VI. How to Approve Volunteers
VII. How to Approve Volunteer Hours
VIII. View your Connections

I. ACCESSING ULink49: LOGIN & REGISTRATION

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

Login using your current ULink49 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 coMesh.org registration page.
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 at least one number, one letter, and one non-alphanumeric character.
- Select SF State as the university you will be associated with.
After selecting SF State as the university, you will be able to see the documents that have been uploaded for your students and for your courses.

a) Next, input your Title (i.e., Professor, Assoc. Professor, etc.)

b) If you are teaching a CSL course, please click on Course(s). From the drop down menu and choose the course. Also enter the Department.

If your course is not listed, please send course # and name to: icce@sfsu.edu

c) Select the Interest Areas which best represents your course/project.

d) To complete registration click the “Register” icon on the bottom right side of page.

e) When complete, a “Thank you” box will appear.
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 “Home” tab.

The “My Dashboard” is your “homepage” for your account.

- Go to the “Manage My Profile” panel.
- Next, click “Change Username/Password”.

![Image of ULink49 login page with arrows pointing to login fields and the My Dashboard section in the My Profile tab.](image-url)
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 YOUR PROFILE

STEP 1:
Click on “Home” tab.

- Go to the “Manage My Profile” panel.

- Next, click “View/Edit Faculty Profile”.

STEP 2: Edit Profile

Click “Edit”.

You can edit the following:
- Basic Profile
- Interest Areas
- Scholarship

Be sure to click “Save” on each tab that you edit.
IV. HOW TO VERIFY STUDENTS TAKING YOUR COMMUNITY ENGAGED COURSES AND VERIFY THEIR HOURS OF SERVICE

Step 1:
Click on “Home” tab.
- Go to “My Opportunities Information” panel.
- Next, click “Faculty Course Volunteers”. Here you will find the students who have indicated that they are taking your CSL course.

Step 2:
In this screen, you will be able to see the students who have indicated that they are taking your course.
- During and at the end of the semester, check their “Total Hours” submitted and approved by community partner.
- If you need to contact them, you will have access to their e-mail and phone number.
### V. CREATING VOLUNTEER OPPORTUNITIES FOR YOUR RESEARCH PROJECTS

#### STEP 1:
- Click on "Home" tab.
- Go to the "Manage Opportunities" panel.
- Next, click "Add Opportunities".

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

---

**Manage Opportunity**

<table>
<thead>
<tr>
<th>Manage Opportunity</th>
<th>Opportunity Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Jengsan faculty</td>
</tr>
<tr>
<td>Opportunity Name *</td>
<td>Jeng Test</td>
</tr>
<tr>
<td>Opportunity Owner Name *</td>
<td><a href="mailto:Jengsan@gsmail.com">Jengsan@gsmail.com</a></td>
</tr>
<tr>
<td>Max Volunteers *</td>
<td>0 (Enter 0 for Unlimited)</td>
</tr>
<tr>
<td>Hourly Value</td>
<td>$</td>
</tr>
<tr>
<td>Opportunity Description</td>
<td></td>
</tr>
</tbody>
</table>

**Opportunity Venue**

| Street Address | 1500 hallway |
| Address Line 2 | |
| City | San Francisco |
| State | California |
| Zip | 94132 |
| Is this a Paid Internship? | Yes | No |
ULink49
Instructions for Faculty

STEP 3:
- Create the schedule (timeline) for the opportunity by clicking on “Opportunity Schedule”.
- Choose dates and times
- Number of volunteers needed.
- Address of opportunity
**Do not add a description. This will be taken out in the next release.**

Click Save & Proceed to continue.

STEP 4:
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. Press “Save”.
- **Select the Where**: For San Francisco neighborhoods this list is categorized by SF Supervisory Districts and you can find the neighborhood district by going to: www.sfbos.org
  
  We also have included other local cities.

  Then click “Proceed”.

**STEP 5:**

**Creating a Partnership – DO NOT SKIP THIS STEP.**

If you are working with a registered agency, please add your associations.

If the agency is not registered in ULink49, please let us know and we can contact them to register.

**Step 6:**

- Find the agency
- Click on
- +Add Association.
- Insert Role, Dates and Notes.
- Then click “Save”.
ULink49
Instructions for Faculty

Step 7:

- Publish Opportunity.

You will receive an e-mail letting you know that your Opportunity has been approved/rejected.

VI. HOW TO APPROVE VOLUNTEERS

STEP 1:

Click on "Home" tab.

- Go to the "Manage Opportunities for Students or Other Faculty/Staff" panel.

- Next, click "Approve/Reject Users (volunteers)".

STEP 2:

- You will be directed to the "Pending Volunteers" tab.

To approve your volunteer, click the thumbs-up icon.

Date: 8-22-13
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.

VII. HOW TO APPROVE VOLUNTEERS HOURS

STEP 1:
Click on “Dashboard” tab

- Go to “Manage My Opportunities for Students or Other Faculty/Staff” panel.
- Next, click “Approve/Reject Submitted Progress Reports/Hours”

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.

VIII. 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 CSL courses you are teaching, the organizations you are working with, and students who have indicated that they are taking your course.

Other features you are able to do are:
- View a list of approved Community Service Learning Courses.
- View and contact the approved list of Organizations/Community Partners.
- View and contact Community Engaged Faculty and Staff.

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