ULink49 helps students, faculty, universities and community partners to connect. Students can search for service-learning projects, internships, and volunteer opportunities and document their hours.

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## STEP 1: ACCESSING ULINK49: LOGIN & REGISTRATION

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

**Login** using your current ULink49 username and password.

**OR**

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

You will then be directed to the coMesh.org (ULink49) registration page.

**Note:** Your SF Gateway & iLearn account is not linked to ULink49. You cannot use your SF State student ID to log-in.
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.
- To register, you must use your SFSU email account.
- Select SF State as the university you will be associated with.
After selecting SF State as the university:

a) Select the CSL course you are enrolled in. If you are not affiliated with a CSL and/or internship course and you just want to volunteer, leave blank.

b) Next, click on the CE Student Agreement link. Review the document. **Then to proceed, you must click on the CE Student Agreement box. When you click on this box, you are agreeing to the student code of conduct.**

c) Next download the CE Learning Plan. Complete and submit to your course instructor.

d) Select the **Interest Areas** which best represents your course/project and/or interests.

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

f) When complete, a “Thank you” box will appear.
STEP 2: WAIT

• You will receive 2 emails:

  i. One, letting you know your registration has been received.
  ii. Another, notifying that your registration has been approved or rejected*.
    *Rejection notification will come if you did not register with your sfsu email.

Didn’t receive your emails?
Check your spam box.

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Dear Jen Test Test,

Thank you for registering with comesh.org. Once your registration has been approved, you will be able to create, search and apply for opportunities. Faculty, students and community partners can find and report partnerships for service-learning, volunteerism, community service, scholarship and internships. Start building your Mesh today!

For your records, your user name is ' ' and your password is ' '.

Regards,
comesh
comesh.org

Dear Jen Test Test,

Congratulations, your ULink49 registration has been approved. Now you can Login to create and search community engagement opportunities.

Faculty, students and community partners can find and report partnerships for community service learning, internships, volunteerism, and scholarship.

Also for your records, the agreements you completed can be viewed at any time [here](#).

Please contact Perla Barrientos [Email: barrient@sfsu.edu and Phone: 415.338.6419] with questions, concerns and ideas.

Regards,
Perla Barrientos
San Francisco State University

Please check with your course instructor for a list of approved sites.
If you are given the option to choose your own site, proceed to Step 3.
STEP 3: APPLY FOR AN OPPORTUNITY

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

**Login** using your current ULink49 username and password.

Then, click on the **“Home”** tab. The **“My Dashboard”** is your “homepage” for your account.

- Go to the **“My Opportunities”** panel.

- Next, click **“Apply For an Opportunity”**.
  a) Search for opportunities by keywords, name of agency, and/or opportunity title.
  b) There are 200+ agencies registered with 400+ opportunities!
  c) You can also do an “Advanced Search” based on your availability, who and where you would like to serve.
Instructions for Students

- Once you find your opportunity, click on the opportunity title.

- Information on the opportunity will appear, then click "Apply".

- Your application request will be sent to the site. You will also receive an email from ULink49, thanking you for your recent submission.

- It will be up to you to actively pursue the opportunity you just applied for. You may need to follow-up with an email or phone call.

  Note: Opportunities will not be visible once they are filled.
Are you already at a community site and you cannot find your agency & opportunity in ULink49? Or you want to work with a site not listed?

Please contact ICCE at 415-338-6419 or come visit us at HSS 206.

STEP 4: DO THE SERVICE

- Once your application has been approved by the site (from their own ULink49 account), you will receive an email and you can then contact them directly.
- Keep your commitment—do the service!
- Remember: All projects will be filled. If you do not keep your commitment you have taken a spot away from another student.

STEP 5: POST YOUR REFLECTION & HOURS

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

Login using your current ULink49 username and password.

Then, click on “Home” tab.

- Go to the “My Opportunities” panel.
- Next, click “Submit Hours”.

conmunityengagement@comesh.org via smtp.com
2:19 PM (9 minutes ago) ★

Dear Finn Leonor,

Congratulations, your application for Social Media Intern with CBO Tester has been approved. Now you can [Login](http://www.sfsu.edu/~icce/login.html) to log hours. Build your Mesh today!

For your records, their contact information is CBO Tester (415)338-3783, [415]handjudeb@gmail.com. If the contact information is outdated, please use their website to get contact information. Also, please notify us so we may update the information. Thank you.

Please contact me with questions, concerns and ideas.

Regards,

Perla Barrientos
San Francisco State University
barrient@sfsu.edu
415-338-6419
- Click on the plus sign icon to ADD your hours. *You will not be able to use this function if your site is not registered in ULink49. If your site/opportunity is not listed in ULink49, please contact ICCE.

- Next, enter your start date and end date (the time period you are reporting).
- Enter the hours you worked.
- Write a description (reflection) as to your tasks and any pertinent information requested from your course instructor.
- Then, press Save.

- NEXT, to SUBMIT your hours to your site for approval, click on the green arrow icon, under the Total Pending Hours for Submission.

- Your site will then receive an email notifying them that you posting hours to be approved. The site will then confirm your hours via their ULink49 account.

- Note: If you linked your opportunity to your CSL course and course instructor, they too will automatically see the hours you completed once your site confirmed your hours.
View your status of accepted & pending hours:

- Click on the “My Opportunities” tab.
- Then, click the black arrow button in front of the opportunity title and a menu will drop down.
- You can edit or remove hours by pressing either the pen or x icons under the Action heading.

STEP 6: VIEW YOUR CONNECTIONS

Click on “Home” tab
- Click on “My Mesh”
You will be able to view the CSL courses you are taking and the organizations you are working with.

You will also see:

a) if any other SF State students are volunteering;
b) faculty members doing any special projects;
c) and if other students/faculty/staff from other universities are working at your site.

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FORMS TO SUBMIT TO YOUR COURSE INSTRUCTOR

Submit the following to your course instructor:

1. Community Engagement Learning Plan

2. “Give Back” Video Certificate of Completion

Make copies of the above documents & keep for your files.

All forms and a re-cap of the process for enrolling in CSL Courses can be found at this link: [http://www.sfsu.edu/~icce/students/process_forms.html](http://www.sfsu.edu/~icce/students/process_forms.html)

The “Give Back” video can be found at this link: [http://youtu.be/Db3LDHNo2V8](http://youtu.be/Db3LDHNo2V8)
COMMUNITY SERVICE HOURS ON YOUR OFFICIAL TRANSCRIPT

If your course instructor approves your hours, he/she will input those hours when grading is due. *Tip:* Be sure to check your unofficial/official transcript via SF Gateway to see if those hours are reflected. If not, please go to the Department of your program/major. Bring a copy of your signed CE Learning Plan and proof of your hours completed and approved by your course instructor.

FAQs

**Why do I need to register in ULink49?**
- When you choose and your course instructor approves your CSL option, you must register in ULink49 as to:
  1. Understand your rights & responsibilities and
  2. agree to the student code of conduct.
- Also, when you register in ULink49 you will be covered under SF State’s insurance policy that covers all students who do community engagement off-campus.

**Why should I use the community partners in ULink49?**
- All community partners in ULink49 are “approved learning sites”.
- When a site is “approved”, this means:
  1. They are deemed safe based on the guidelines set by the CSU Chancellor’s office;
  2. all sites have agreed to a Community Engagement Agreement;
  3. agencies are informed about the goals and intentions of the Community Service Learning program; and
  4. are given guidance in developing high-quality opportunities that meet the needs of their organization, the clients they serve, and the learning goals of SF State students.

**Is ICCE responsible for tracking my hours and grades?**
- ICCE does not give out grades, track your hours nor do we submit your hours to your course instructor. The built in tracking system within ULink49 is an option/resource that we provide to students and course instructors doing CSL. Please check-in with your professor as to the protocol that she/he wants you to follow if the *ULink49 tracking hours option* is not used.
- *If your course instructor approves your CSL hours that you completed,* he/she will input those hours when grading is due.
- Tip: Be sure to check your unofficial/official transcript via your SF Gateway account to see if those hours are reflected.

Questions? Feedback?

Please contact ICCE at 415-338-6419 or visit HSS 206.