



Service-Learning Pro Database Instructions for Community Agencies

The new Service-Learning Pro Database (SL Pro) allows you to create and post new volunteer “projects” or placement opportunities. These projects are then matched to community service learning classes at CSULB. Students from each course can then view the projects associated with their particular class.

Follow these instructions to enter or modify information:

Accessing the Database

1. Go to the CCE homepage at <http://www.csulb.edu/cce>
2. Click on “Community Login”
3. Enter your username and password in the boxes provided. If you do not have a username and password, contact Katlin to set up a profile.

Update your Agency Profile

1. Once you have logged into the database, click on “Agency Profile” located on the Agency Control Panel.
2. Update your profile information. Please enter your main agency information only. Include your Web Site URL, your phone and fax numbers, and the directions to your location. (If your agency has multiple project sites, please list those separately, including the site address and contact information, under “Create Project” **after** you’ve finished updating your Agency profile).
3. Click “Save Changes” to finish.

Add New Project

1. Click on “Project” from the agency Control Panel Main Page.
2. Fill out **ALL** the information boxes in this section, including Information, Availability, Orientations, Detail, Requirements, Service Areas, and Options.
3. Click on “Next” at the bottom of the page and continue filling out the information boxes until your Project description is complete, being sure to fill out the fields addressing the type(s) of community issue your project will address and the type of service the student(s) will be doing. Also, matching your project to an academic major will help faculty find your project.
4. After you’ve uploaded all your information, proofread your project. **If your project is listed in gray, italic type, you will need to add more information in order to make it available to students.** Have you listed it as an active listing? Have you filled out all the boxes in the Information, Availability, Orientations, Detail, Requirements, Service Areas, and Options sections? **These must be completed in order for your project to be made available to faculty and students.**
5. You can provide information for multiple project sites (but NOT different projects) under the “Detail” tab when you update your project. Include the site location, directions on how to get there and any contact information that is different from that of your main Agency location.
6. When copying a project, a duplicate is made of your project with the new changes you have added.
7. The “Delete” button allows you to permanently delete your project from the database.

Finally: Once you’ve uploaded your info, you must email kchoi6@csulb.edu to get final approval.

Your info will not appear on the Database until you have completed all the above steps.