

S4 @ The Beach SERVE Instructions

SERVE Registration/Placement Request

1. Log into S4@ The Beach <https://app.calstates4.com/csulb>
2. Click on Registration under the SERVE Program Contact Information.

College of Education SERVE - Teacher Preparation Advising Center, EED-67

- Web: <https://www.csulb.edu/ocp>
- Phone: 562-985-1105
- E-mail: CED-OCP@csulb.edu

Students: Register for the SERVE program and upload clearance forms here: [Registration](#)

3. Complete the SERVE Registration Form including uploading your Certificate of Clearance and TB Test and signing at the bottom. *Please note that the allowed file types for the uploads are gif, jpg, jpeg, and png only. PDF's are not allowed.* If you scan or screen shot your Certificate of Clearance and TB Test, be sure to save them in the correct format. We recommend jpeg. Obtain proof of your Certificate of Clearance by going to www.ctc.ca.gov and clicking on "Search for an Education". Then click on "Secured Search" and enter your SSN and DOB and click search. Sample Certificate of Clearance:

CA .GOV Commission on Teacher Credentialing

Document Number: [Redacted]

New Search

Last Name: [Redacted] Fingerprint Status: Complete: No Action Require

First Name: [Redacted] Adverse and Commission Action Indicator:

Middle Name: [Redacted]

Last Known County of Employment: [Redacted]

Document Application Adverse and Commission Actions

1 - 1 of 1

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date	Grade
[Redacted]	Certificate of Clearance		Valid	11/26/2018	12/1/2023	11/26/2018	

-OR-

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The screenshot shows the CA.GOV Commission on Teacher Credentialing website. At the top, there is a logo for CA.GOV and the text "Commission on Teacher Credentialing". Below the logo, there are "Login" and "Search" buttons. A "Document Number:" field is visible with a redacted value. Below this, there are "Back" and "Email Document" buttons. The main content area is titled "To view the educator's public records (current documents, all documents held and Adverse and Commission)" and "Educator Information:". The educator's information includes: Last Name, First Name, and Middle Name, all of which are redacted. Below this is the "Document Information:" section, which includes: Document Number (redacted), Document Title: Certificate of Clearance, Term, Status: Valid, Issue Date: 11/26/2018, Expiration Date: 12/1/2023, Original Issue Date: 11/26/2018, Grade, Special Grade, and SB1969 (Title 5 §80487).

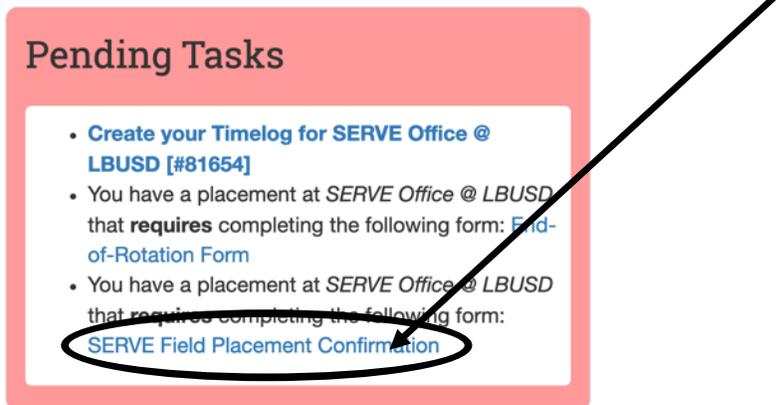
4. Once you have uploaded your Certificate of Clearance and TB Test, completed all of the boxes and signed the bottom, click submit.
5. The TPAC office will then review your submission, verify your Certificate of Clearance and TB Test and will then give you a placement.
6. Once the placement has been made, you will receive and email that will indicate who the site coordinator is for the district/school you have been placed at. In most cases, this is NOT your cooperating teacher. You will then need to reach out to the site coordinator via email to introduce yourself and state that you are a CSULB SERVE student and ask what your next steps are to begin your rotation.
7. The Site Coordinator will then let you know the details of your placement or of any additional steps that may need to be taken before you can be given your placement.

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SERVE Placement Confirmation Form

Once you have been given the information for your Cooperating Teacher, reach out to them and set up a time to meet to discuss a schedule. Once you know all the details regarding your placement, you need to fill out the SERVE Placement Confirmation form in S4. To do this, follow the steps below:

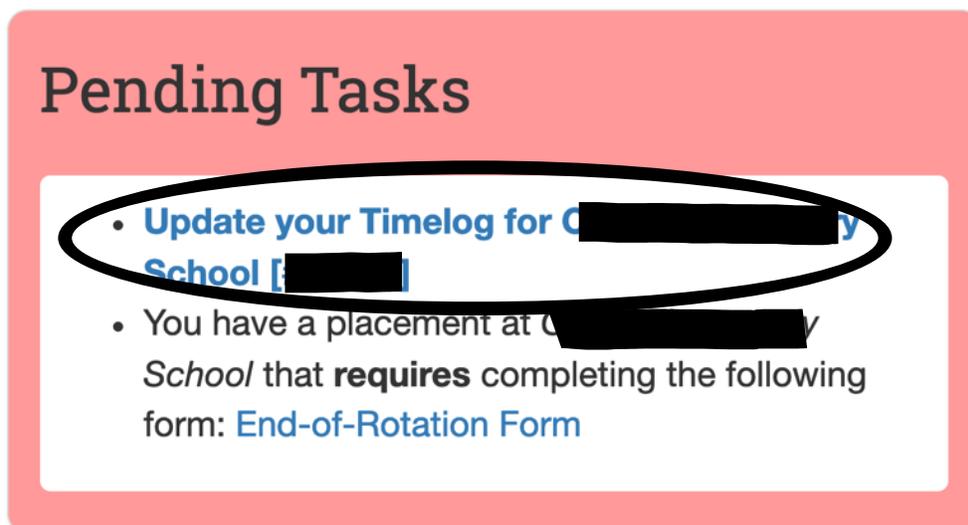
1. Log into the S4@ The Beach <https://app.calstates4.com/csulb>
2. You will then see a red box titled "Pending Tasks." Click on "SERVE Field Placement Confirmation."



3. Fill out your Field Placement Confirmation form and indicate your school site, Cooperating Teacher Name and Email address and the grade level.
4. Once the Field Placement Confirmation is submitted, an email will be sent to the SERVE Site Coordinator to verify your placement.

Logging your SERVE Rotation Hours

1. Log into S4@ The Beach. <https://app.calstates4.com/csulb>
2. In the red "Pending Tasks" click on "Update your Timelog for..."



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- Then click on "Add Time Entry"

Timelog #81528

For – Placement #81528

Student: S [REDACTED] t

Program: CED - SERVE Program

Course: T [REDACTED]

Placement Site: T [REDACTED] n

Add Time Entry

- On the next screen is where you will log your hours. It is recommended that you log them weekly or every other week. In the Green area, enter the time that you arrived at the school site and in the Red area, enter the time that you left. You also need to enter what you did during your hours at each visit (observed, worked with a small group, worked one on one with a student on Math, etc). At the bottom enter some reflections or things that you observed. Once you have entered your time and filled in the boxes, you can either save your entry and submit it later, add another entry or Save and submit it. *You can only Save and Submit for approval once a week.*

Add Time Entry for Placement #81528

[Return to Timelog](#)

Date/Time **Required**

Time In		Time Out	
Month	Day	Month	Day
Feb ▾	1 ▾	Feb ▾	1 ▾
Year		Year	
2019 ▾		2019 ▾	
Hour	Minute	Hour	Minute
8 ▾	49 ▾	10 ▾	49 ▾
am ▾		am ▾	

Additional Information

Hours **Required**

The final hours will be rounded to the nearest hour.

2.00

What did you do during these hours?

Required

Please provide additional details about the activities you conducted during this time.

[Admin](#)

Self-Reflections & Observations **Required**

Please share any self-reflections or observations you have regarding your experience and its connection to your course work/major.

[Save Entry for later](#)

[Save and add another Entry](#)

[Save and submit for approval](#)

[Return to Timelog without saving](#)

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- Once you have entered all of your time for the week or for the two weeks, click the green "Save and Submit for Approval" button.
- You will then be taken to your time log and will be able to see everything that has been entered. Verify that you have entered all of your observations for the week and then click the green "Request Approval of Hours" button.

Timelog #81528

For – Placement #81528

Student: Sally Student

Program: CED - SERVE Program

Course: TESTING 999 (01): TEST SERVE COURSE

Placement Site: Test Site for CED SERVE Program

Request Approval of Hours

Send an email to your staff/faculty

Date/Time	Hours	What did you do during these hours?	Status
02/01/2019 - 8:49am to 10:49am	2.00	observed	Submitted Delete Copy

Total Hours: 2

Approved Hours: 0

Add Time Entry

- You will then compose an email to your cooperating teacher so that they can verify and approve your hours. Be sure your Cooperating Teacher's Name and Email Address are entered into the Approver's boxes, NOT the Site Coordinator.

Send Email to Approve Hours

For – Timelog #81528

Instructions: Please enter the name and email of the person who will approve your hours. You can also send a copy of the email to your course faculty or to an alternate approver. If you need to share additional information with your approver, use the "Additional Message" section. You may only send this email once a week, but approvers can use the Direct Timelog link (right) to verify time.

Approver's name Required

The name of the person approving your hours.

Approver's email Required

The email address of the person approving your hours.

CC Email

If you'd like to send the email to a second person, include their email here.

Additional Message

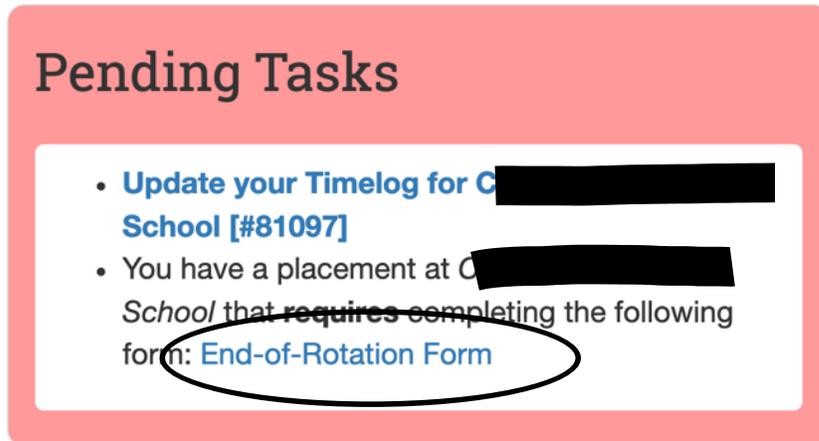
Please include any additional message you would like to provide in the email.

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End of Rotation Form

Once you have completed all of the hours for your course, you will need to fill out and submit the End of Rotation form to send the Final Evaluation to your Cooperating Teacher to Complete.

1. Log in to S4@ The Beach <https://app.calstates4.com/csulb>
2. Click on the “End of Rotation Form” in your Pending Tasks



3. Fill in your Cooperating Teacher’s Name and Email address. And click Submit. This will send an email to your Cooperating Teacher with a link to the Final Evaluation. Be sure to let your Cooperating Teacher know to keep their eye out for the email to fill it out. Once they complete it, you will be able to view and print it from your S4 account. Be sure to print out a copy for your records. For EDEL 200 students, you will need to submit a copy of it with your MSCP application.

End-of-Rotation Form

SERVE Student,

Once you complete the following information, your SERVE Cooperating Teacher will be sent a digital link to your specific SERVE Final Evaluation form. Please be sure to complete this promptly to allow them sufficient time to complete your evaluation.

Student Name Required

Placement Site Required

SERVE Cooperating Teacher Name Required

Please enter the first and last name of your SERVE Cooperating Teacher at your SERVE Field Placement Site.

E-mail of SERVE Cooperating Teacher Required

Please verify that the e-mail address is correct so that your evaluation will not be delayed.

Submit