

## How to fill out forms in S4

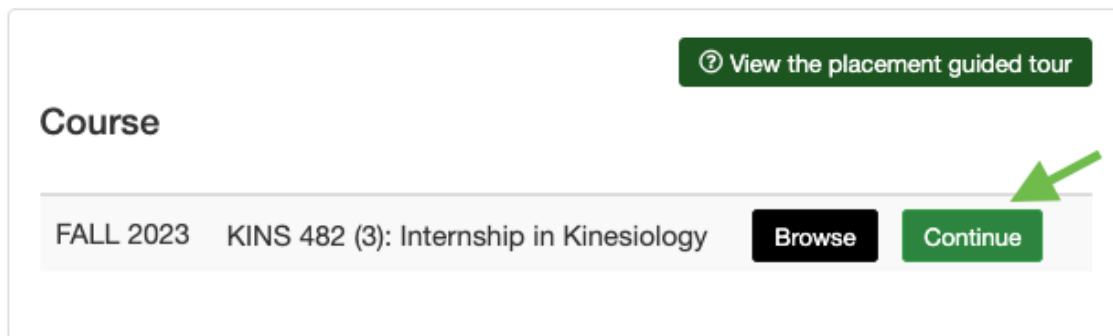
### Step 1

If you are not familiar with S4, start by reviewing the [What is S4 and how to find it](#) guide.

Additionally, in order to access the forms in S4, you must first begin the process of reporting your placement site in this database. If you haven't started this process yet, review and follow the [How to report your community placement in S4](#) instructions.

### Filling out forms in S4

If you started reporting your placement in S4 but have not completed it (for example, you have not filled out all the forms,) you will be able to get back the forms from your S4 Dashboard by selecting the **Continue** button next to the corresponding course.



**Note** that you may also click on the **View the placement guided tour** button and see on-screen step-by-step instructions for how to proceed.

Now you will see all the forms associated with your placement. Select the **Complete form** button next to each of the forms and follow the instructions on the screen.

**Note** that your placement is not going to be complete until you fill out all the required placement forms.

**Note** that the forms you are required to fill out vary by class and major. The forms shown in the screenshot below are only an example of possible forms.

**Note** that you may access assistance with how to navigate each page of S4 at any time by selecting the **Enable the page guide** button.

# Placement Forms Enable the page guide

⚠ After you have finished completing all required forms, you **must** click Finish Placement to complete the process. ×

## Signup Forms

Confirmation of Campus COVID Policies	Complete form *
Release of Liability	Complete form *
Student Learning Plan, Participation Guidelines, & AV Release, Internships	Complete form *

**Finish Placement**  
Your placement is **NOT** complete until you have filled out all required webforms

\* This form is required to complete your placement.

Once you select the **Complete form** button next to the form you plan on filling out, the corresponding form will appear. Read the content of the form and all instructions available for it, then enter all the required information.

## Student Learning Plan

### Section I: Student Data

If any of the auto-filled information is inaccurate, please correct.

**Student Name:** Required

**Student ID** Required

**Email** Required

**Primary Phone** Required

At the end, many forms require that you e-sign and date them to certify your agreement. Once you signed the form, select the **Submit** button.

**Signature** Required

Clear signature

**Date** Required

**Submit**

As you make progress on filling out the required forms, you will see that you may now **View submission** for the forms you completed by selecting the corresponding button.

## Signup Forms

Confirmation of Campus COVID Policies	<a href="#">View submission</a>
Release of Liability	<a href="#">View submission</a>
Student Learning Plan, Participation Guidelines, & A/V Release, Internships	<a href="#">Complete form *</a>

Once you completed all the forms, select the **Finish Placement** button.

## Placement Forms

[Enable the page guide](#)

### Signup Forms

Confirmation of Campus COVID Policies	<a href="#">View submission</a>
Release of Liability	<a href="#">View submission</a>
Student Learning Plan, Participation Guidelines, & A/V Release, Internships	<a href="#">View submission</a>

[Finish Placement](#)

## Next Steps

Select the link below to learn:

[How to create a time log and report your time in S4](#)