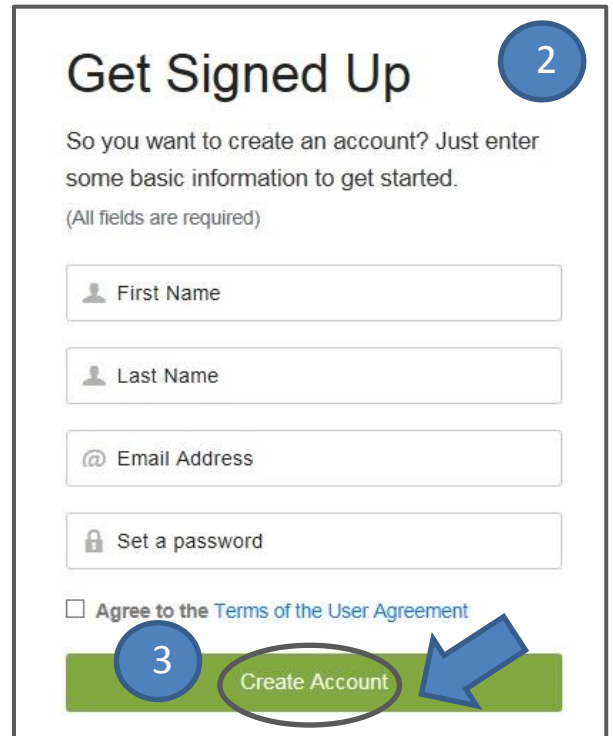
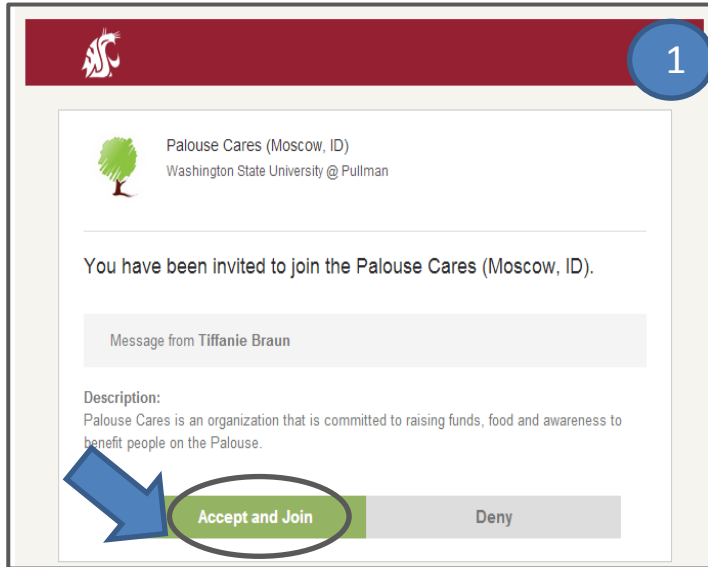


# Basic Instructions for Setting up a CougSync Account

## Step 1: Join CougSync

In your email inbox you should receive an invitation from OrgSync to join your organization's portal.



- 1) Click the "Accept and Join" link in the email invitation as shown above. After clicking the link, your internet browser will open to a login page containing a "Get Signed Up" box as shown on the right.

**Note:** Please let CCE staff know if you have a WSU Campus ID (for WSU students, staff and/or faculty members) you may already have a CougSync user account and can use your myWSU network login to access CougSync.

- 2) Enter a First and Last Name, Email and create a password as shown on the upper right. You may choose to create a generic user account if your organization decides to use a generic email account to login, like "Volunteer Coordinator" "Agency Staff".

- 3) Click "Create Account."

*Congratulations! You have now created your administrative user account to access your organization's CougSync portal!*

**Note:** There are many powerful tools available to community organizations through CougSync. These options will be covered in other manuals.

### THE NEXT TIME YOU LOG INTO COUGSYNC.WSU.EDU

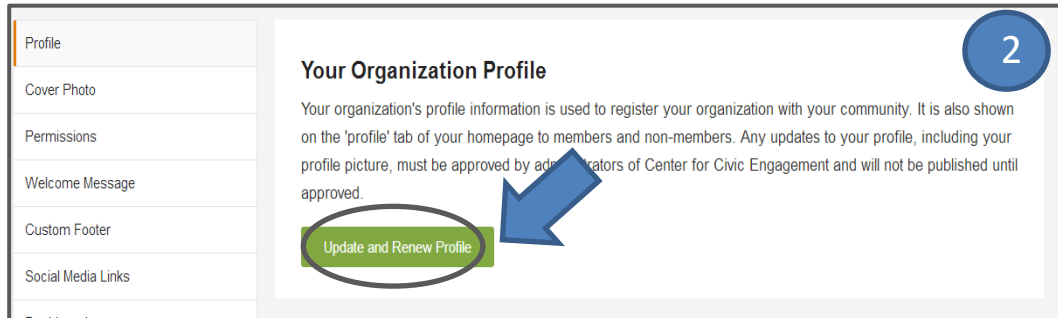
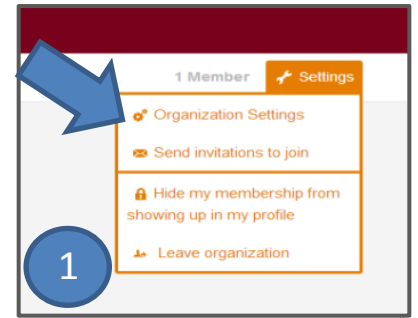
CougSync will ask you to complete your personal user account profile as shown on the right. For the "Classification" question, please select "Community Member" (as shown in the picture to the right); for all other required text boxes, please select the most appropriate option, or "Not Applicable/NA". You only have to complete this information once.

## Step 2: Setup Your Organization's Portal Profile

- 1) Hover on the "Settings" tool on the top right of your portal and click on "Organization Settings."

**Note:** The Organization Settings page allows you to update and customize your organization's profile, add a welcome message, cover photo and a custom footer.

- 2) Click the green "Update Profile" or "Update and Renew Profile" button near the top of the page. On the corresponding pages, please fill in the required profile information and double check to ensure the information that is pre-populated is correct. Click the green "Continue" button on the bottom of each page when done.



- 3) The third and last page of editing the portal profile is the **CCE Affiliation Agreement** as shown on the next page. Make sure you read through this agreement which outlines the partnership between your organization and WSU. **To sign, you will be required to check the appropriate boxes, enter your name and position, and the date,** and then scroll down to the bottom of the page past the 'administrator use only' sections and **click 'Continue'**.

- 4) Click 'Finish' on the last screen to submit the agreement. A CCE administrator will sign the agreement on behalf of WSU and approve the portal.

A screenshot of the 'CCE Affiliation Agreement' form. It has several sections: 'Description' with a text area, 'Keywords' with a text area, and 'Website' with a text field containing 'http://www.yoursite.com'. A green 'Continue' button is circled in black at the bottom right, with a blue arrow pointing to it. A blue circle with the number '2' is in the top right corner.A screenshot of the 'You're Almost Done' screen. It contains instructions: 'To review or change any of your answers, use the "Previous" button. To submit your form, click "Finish."' and 'This form is not submitted until you press "Finish".'. At the bottom, there are two buttons: 'Previous' and 'Finish'. The 'Finish' button is circled in black, with a blue arrow pointing to it. A blue circle with the number '4' is in the top right corner.

*Congratulations you have set-up your portal profile! The last step is to create opportunities/events for student engagement.*

A screenshot of the 'Additional Information' form. It has several text input fields, each with a 'REQUIRED' label: 'Phone Number', 'Email Address', 'Address', and 'City'. A blue circle with the number '2' is in the top right corner.

# CCE Affiliation Agreement

Washington State University  
Center for Civic Engagement (CCE)  
Affiliation Agreement for Community Organizations

**ORGANIZATION AGREES: \***

1. To provide CCE with accurate and comprehensive descriptions of service learning opportunities for students.
2. To explicitly state risks related to a particular activity so that students can knowledgeably agree to participate.
3. To screen student applicants for suitability to a particular position or project, including students who may be referred by the WSU Office of Student Standards and Accountability.
4. To be solely responsible for conducting any background checks necessary for student participants.
5. To provide students with orientation and training specific to the organizational purpose, policies, and activity in which they will be engaged.
6. To provide supervision, mentoring, and support for students to achieve academic and personal learning objectives while meeting community needs.
7. To not expose students to any unusual hazards.
8. To maintain communication with the CCE re: student performance, project status, agency needs.
9. To verify student participation on CCE Records of Service Hours.
10. To maintain adequate general liability coverage for its employees, officers, and agents in the performance of this Agreement.

I Agree

**IT IS MUTUALLY AGREED THAT: \***

1. There will be no payment of charges or fees between WSU and Organization.
2. The parties will follow all applicable laws, regulations and WSU policies. They shall not discriminate on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, marital status, status as a veteran, physical, mental or sensory disability, and/or genetic information.
3. WSU and Organization will be each responsible for the acts or omissions of its own employees, officers, or agents in the performance of this Agreement; neither party will be considered the agent of the other; and neither party assumes any responsibility to the other party for the consequences of any act or omission of any third party person, firm, or corporation not a party to this Agreement.
4. WSU does not assume any liability for the student under any law relating to Worker's Compensation on account of this Agreement, but Organization may choose to cover the student as a volunteer.
5. Unless otherwise agreed, the student will not be entitled to any monetary compensation or other remuneration from Organization for services performed at Organization.

Community Organization Agrees

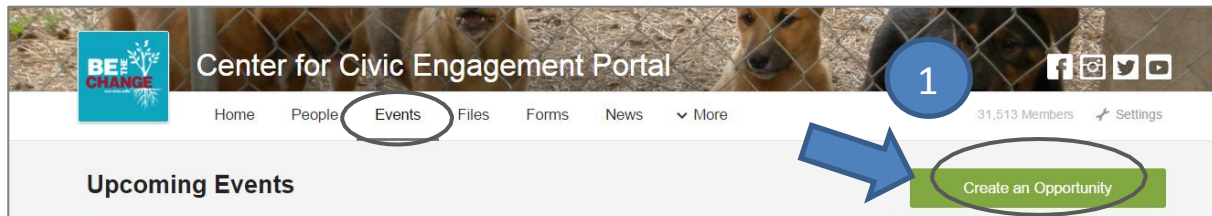
**Name and Title of Organizational Representative \***

Please include the first and last name, as well as the title, of the individual agreeing on behalf of the organization.

Tiffanie Braun, Secretary

### Step 3: Create Opportunities/Events

- 1) Click on the “Events” tab near the top of the page. Then click the green “Create Opportunity” button to the right.



- 2) Enter the name of the opportunity (Child Care Assistant, Stream Restoration Intern, Event Support, etc.). Be concise and descriptive. This is the first thing that students see when searching for opportunities.

- 3) Enter a detailed description of the service. Additionally include the following elements in each opportunity:
  - **Contact information for main supervisor**, include name, title, email and phone.
  - **Description of any possible risks to the student**, such as physical risks while working with large animals or emotional risk while working with vulnerable populations.
  - **Include any requirements for participation**, some examples include:
    - Provide a link to a **volunteer application**
    - List **specialized trainings** or skills
    - List any required **orientations**
    - Indicate a required **minimum number of hours**
  - **If you require a background check, TB tests and/or fingerprinting for students**, please include any instructions for obtaining the appropriate certifications or costs that are the responsibility of the student.
  - **Specific Days/Times** that are available for students to participate, this could be your hours of operation, or specific shifts where students are needed.

#### Sample Opportunity Descriptions & Templates

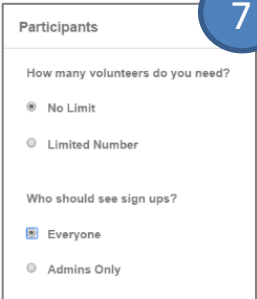
Visit [cce.wsu.edu/community-partners](http://cce.wsu.edu/community-partners) to see sample opportunity descriptions and to find additional ideas and suggestions for creating engaging, yet thorough opportunities for student engagement.

- 4) **Start/End Times and Dates.** There are multiple “types” of opportunities: one-time, repeating (daily, weekly, and monthly), and ongoing. For **One-time** events that will occur a specific day and time, such as an annual event, include the date and time frame of the event. **Repeating** (as shown on the right) are those that occur at set times and dates through a given timeframe, such as food sorting/distribution. Students may select

from any of the individual, reoccurring dates. **Ongoing** are for those that take place over a longer period of time, such as an internship or general volunteer opportunities (office assistant, animal care, etc). Please select the appropriate option, and input the date(s) and time(s) as well.

- 5) **Location/Address.** Enter a physical address and organization/building name (if applicable). **CougSync automatically links any physical address to Google Maps for easy directions for students.**
- 6) **Event Image:** Please upload an engaging image or photo for students. This is one of the first things students see when searching for opportunities.

- 7) **Participants:** There is a space below for the number of participants needed for an opportunity, and if students will be able to see who else has signed up for that project (select everyone vs. admins only). **Note: We have thousands of students looking for opportunities, so please think through how many students you can handle before selecting 'no limit'.**



- 8) Check the box to **Share on Service Opportunity List** to enable students to search for and sign up for the opportunity.


- 9) **Advanced Options:** Click on the Advanced Options to view the four different options. **Check the Pre-Registration form and select the most appropriate Risk/Release of Liability form for your opportunity.**

When students sign up for a project, they are required to read over and sign this assumption of risk/release of liability form to complete their registration. This is an essential step to include this form. Lastly, please **click the Auto-Approve All box** if you would like all liability forms to be auto-approved through the system once submitted, or uncheck it if you would like to review each applicant and determine approval or denial.

- 10) You may include a reflection or learning outcomes by selecting the appropriate boxes, but these are optional. Once ready, please click the green **"Create Opportunity"** box at the bottom.



- 11) On the next page, please identify what type of civic engagement students will be performing, as well as if this opportunity should be classified as an internship. Click **"Continue,"** and on the last page, click **"Finish."**



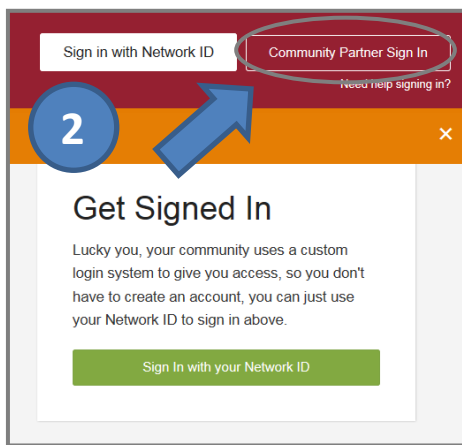
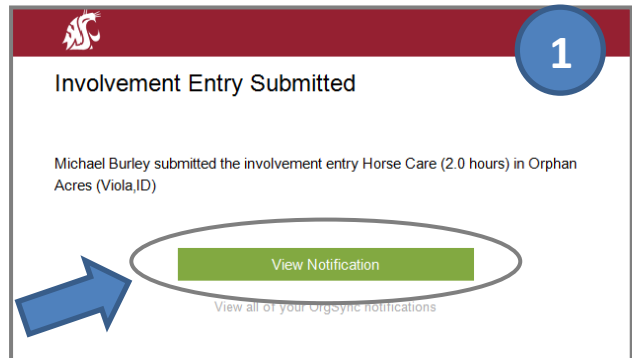
*Congratulations! You have just created a civic engagement opportunity on CougSync!*

## Step 4: Approve Student Involvement Entries

Students may either submit their hours online or through the paper Record of Civic Engagement [here](#).

**For Online Involvement Entry:** In your email inbox you should receive a notification from OrgSync to approve an involvement entry for a student's hours.

- 1) Click the **"View Notification"** link in the email notification, as shown on the right. After clicking the link, your internet browser will open a separate login page where you will sign into CougSync.
- 2) Click **"Community Partner Sign In"** and login using your username and password. If you forgot either, you can click the **"Need help signing in?"** link and reset either your password or username.



**Note:** WSU students, staff, and/or faculty members login through the "Sign in with Network ID" button and use your myWSU network login.

- 3) Review the student's pending involvement entry and select **Approve or Deny**. To review the complete involvement entry, select the name of the Event/Activity. Additionally, you can edit the number of hours or the event description by clicking the wrench under the "Actions" heading.

Submitted	Event / Activity	Category	Hours	Status	Actions
Oct 19, 2015	Horse Care	Oct 17, 2015	2.0	Approve - Deny	[Wrench Icon]
			<b>Total:</b>	<b>2.0</b>	

### Getting Multiple Involvement Emails?

You can view the list of pending and approved hours through the **"Involvement"** tab on your organization's portal. By clicking **"View Details"** for each participant you can approve, edit or deny hours.

Name	Group	Pending Hours	Approved Hours
Mary Barnett		20.00	0.00
Mary Barnett		6.00	10.00

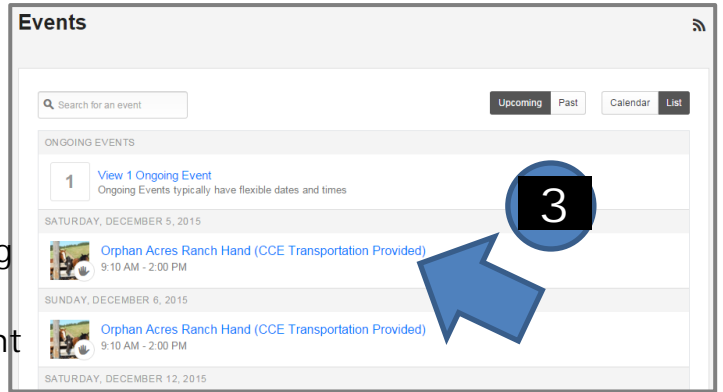
# Step 5 Duplicating Opportunities

For multiple opportunities that are similar or repeat every semester, community partners can duplicate opportunities for convenience and consistency in their postings. Duplicating opportunities allows the CCE and your organization to easily track student involvement hours over the years.

- 1) After signing as a Community Partner you will click on My Memberships located at the top right of the screen from the drop down menu

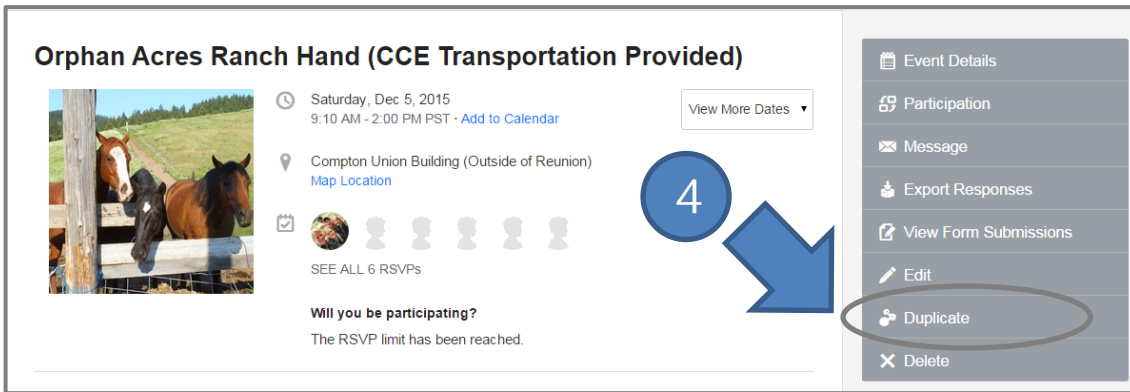


- 2) Click Events on the top navigation bar, see a list of past, current, and upcoming events.

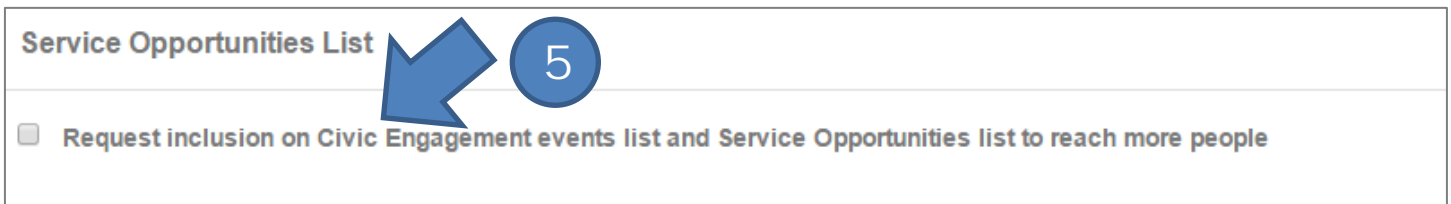


- 3) Click on the name of the event that you want to duplicate to view the event details.

- 4) From the grey menu on the right side of the screen to create a new opportunity. The opportunity information within the new opportunity can be altered and updated as needed.



- 5) Update the opportunity with current information, including new dates or additional shifts, new orientation dates/times, new or additional requirements, and any additional pertinent information (see the Cougar Standardization Guide here). Make sure to click the box to include on the Civic Engagement events list and Service Opportunities list if you would like to promote this opportunity to students.



- 6) Click 'Create Event' for approval.

