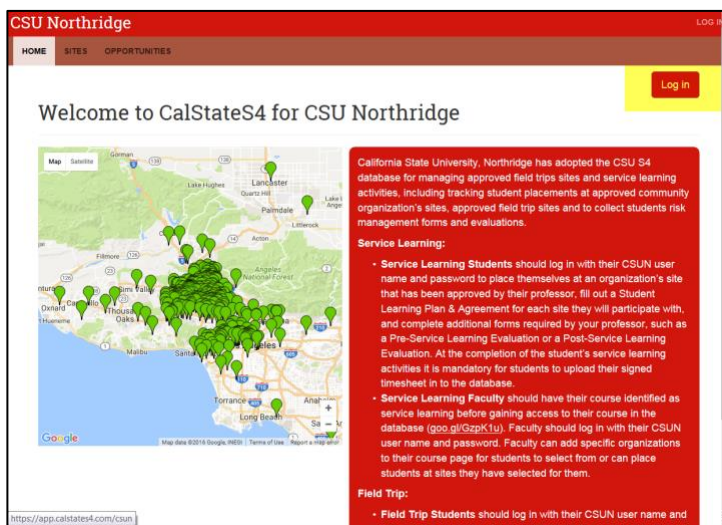# FIELD TRIP DATABASE- HOW TO GUIDE - FOR STUDENTS

INTRODUCTION

The Field Trip Database allows the campus to track field trip students, courses and sites. Students use this user-friendly interface to complete forms required for each field trip as well as view notes and information on a field trip site.

LOGIN

1. In the browser address field type: **http://app.calstates4.com/csun**
2. From the entry page select the **Login** button.

3. Use the drop down arrow and select CSU Northridge

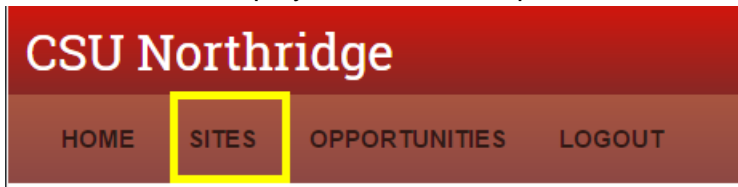4. Enter your **CSUN User ID and Password**.

COURSE AND FORMS

5. The Home page displays.

6. The "**Pending Tasks**" box displays the field trip placements and the forms that must be completed.
7. Click on the blue form name to complete and submit the required form(s). Be sure to click the **Submit** button at the bottom of the form.
8. The Home window also has a "**Course**" section which displays the field trip course that the student is enrolled in.

9. The **Sites** tab – displays a list of field trip sties and their information.

a. Click inside the "Program" field and select the Field Trip option and click the Apply button to filter and display only those sites that are for the field trip program.

10. The field trip sites list displays.
11. Scroll through to find the site. Click on the site name to view the details of the site.

California State University
Northridge

LOGOUT

12. To logout of the Field Trip database, select LOGOUT from the tab bar.