



CICE Faculty Interface tool

Faculty can now access and download updated information about their students' status in completing CICE's risk management procedures. The online tool allows you to choose which of your courses you want to review, and lists each student who has begun the CICE online registration process (your enrolled students who have not yet begun the process will not appear on the reports). The three steps in the process (registration, placement, and consent) are given for each student. The risk management procedures are not completed until the student's "consent" status is marked YES.

How to utilize CICE Faculty Interface

- ⇒ Navigate to the CICE homepage: <http://www.fullerton.edu/cice>
- ⇒ Under the **Faculty** menu (in purple), click on **CICE Faculty Interface**.
- ⇒ On the login screen, use your campus portal id and password to log in.
- ⇒ Click on the appropriate **Term/Course** you would like to search. Student registration information will appear.
- ⇒ Click on **Detail** button to get detailed student and placement information

How to pull reports from CICE Faculty Interface

- ⇒ Once you are logged in to the Faculty Interface, click on **Reports** link.
- ⇒ Select the appropriate **Term/Course**.
- ⇒ Click on **Generate Report** to generate a spreadsheet showing students' status in the processes of registration/placement/consent on the CICE system.

NEED HELP?

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