



COMMUNITY PARTNER REGISTRATION INSTRUCTIONS

Academic Internship/Service-Learning

STEP 1: CREATE AN ACCOUNT/POSITION IN TITAN CONNECTION

Navigate to [Titan Connection](#)¹ to begin

Please follow up with CICE 48 hours after submitting to ensure a timely approval:
cice@fullerton.edu or (657) 278-3746.

Visit our webpage [For Community Partners](#)² for more information.

STEP 2: LEARNING ACTIVITY PLACEMENT AGREEMENT

(Unpaid Internships and Service-Learning only)

Within 2 weeks you will receive a **Learning Activity Placement Agreement** via e-mail to be reviewed and signed by an appropriate signatory at your organization.

- Return instructions included in the email.
- See the **Sample Learning Agreement** under **Resources** on our [Register and Post Positions](#)³ page.

ALREADY REGISTERED?

Click here to enter [Titan Connection](#)⁴ and log in to post a new position.
(You will need to log in with the username and password created in Step 1)

If the above links do not work, the full links are:

¹ fullerton-csm.symplicity.com/employers/index.php?signin_tab=3

² www.fullerton.edu/CICE/partners/

³ www.fullerton.edu/CICE/partners/positions.php

⁴ Navigate to www.fullerton.edu/CICE/partners/positions.php and click on the **Titan Connection** link in the **Adding a New Position to an Approved Site** section.

NEED ASSISTANCE? CONTACT US!

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