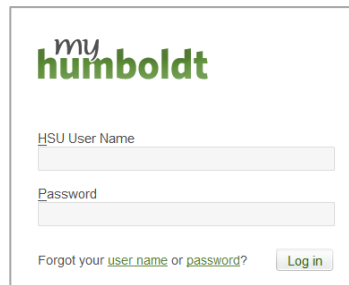


Completing the Field Trip Authorization

Students going on class field trips will submit their "HSU Release of Liability" waiver inside their Student Center. Completing this process is mandatory for any student going on a class field trip. Students must also update emergency contact information prior to departure. To learn how to update emergency contact information visit the [Student Center Help website](#).

A student who is under the age of 18 must complete and have his/her legal guardian sign the paper field trip authorization form. The under 18 form can be downloaded at <http://humboldt.edu/studentcenter>. The completed form must be returned to the sponsoring academic department prior to departure.

1. Log into myHumboldt to access your Student Center | <http://my.humboldt.edu>

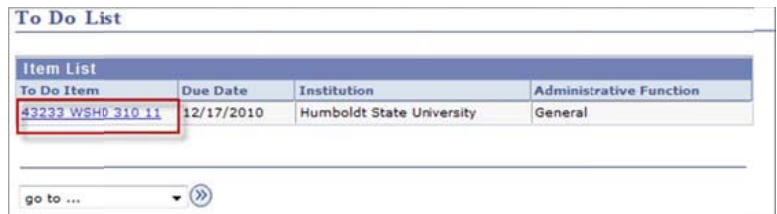


myhumboldt login form with fields for HSU User Name and Password, and a Log in button.

2. Look at your "To Do List." If there is a field trip listed it will look something like this: (4233 WSHD 310 11)
Note: The item includes course #, subject, catalog #, and section
3. Select "More" to view all to do list items.



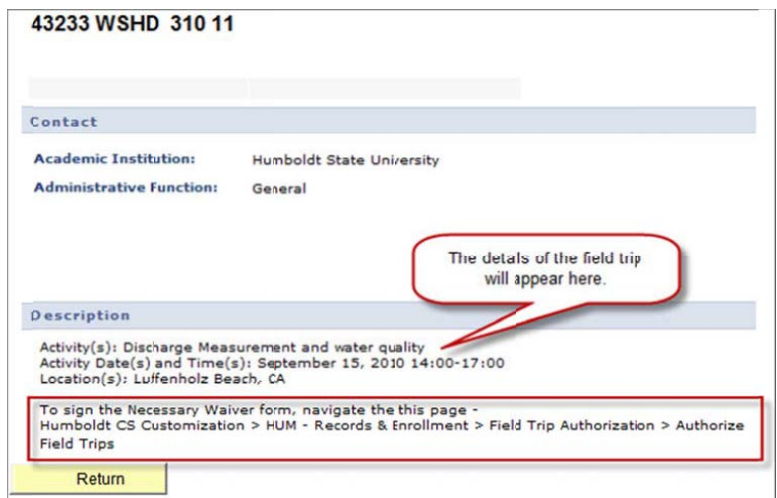
4. Select the "To Do Item" to view the details.



Screenshot of a "To Do List" table with columns: Item List, To Do Item, Due Date, Institution, Administrative Function. The item 4233 WSHD 310 11 is highlighted.

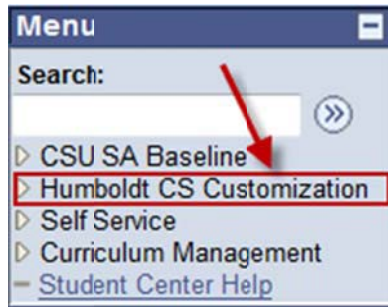
Item List	To Do Item	Due Date	Institution	Administrative Function
	4233 WSHD 310 11	12/17/2010	Humboldt State University	General

5. The details of your field trip will appear. Just below the field trip details will be the navigation link to complete the necessary waiver form.



Screenshot of field trip details for 4233 WSHD 310 11. Includes Contact information (Academic Institution: Humboldt State University, Administrative Function: General) and Description (Activity(s): Discharge Measurement and water quality, Activity Date(s) and Time(s): September 15, 2010 14:00-17:00, Location(s): Luffenholz Beach, CA). A red box highlights the navigation link: "To sign the Necessary Waiver form, navigate the this page - Humboldt CS Customization > HUM - Records & Enrollment > Field Trip Authorization > Authorize Field Trips". A red callout bubble points to the description area with the text: "The details of the field trip will appear here."

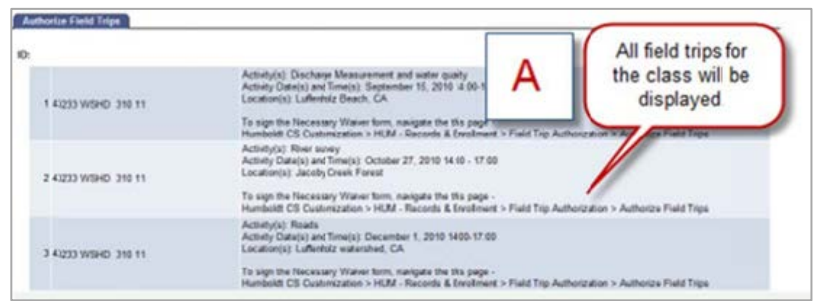
- Follow this navigation very carefully from your Student Center Main Menu:
Humboldt CS Customization >
HUM – Records & Enrollment >
Field Trip Authorization >
Authorize Field Trips



- Select the Search Button



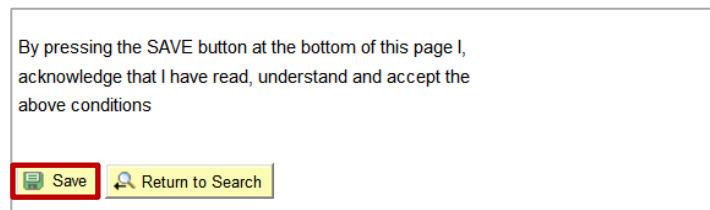
- The HSU Release of Liability waiver form will appear. All field trips for the class will be displayed. Review this list.



- Carefully read the Release of Liability Waiver.

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

- Save the page. Note that by pressing the Save button you acknowledge that you have read, understand and accept the conditions in the Release of Liability Waiver.



- To return to your Student Center, select the Home link located at the top of your screen.



- The process is complete.

Note: You will need to complete this process for each class that has a field trip component.