

Directions to access the Area F Field Experience Placement Form

- 1) Log into ASU Pipeline at: <https://pipeline.aug.edu>
- 2) Within ASU Pipeline, select the **Elroy** tab towards the top of the page
- 3) Select the **Personal Information** link
- 4) Select the **Field Experience Placement** Form.
- 5) Select the **Area F Field Experience Placement Form** item
- 6) You will be prompted to choose **Need Placement** or **Already Employed at a School**
  1. If you choose **Need Placement**, you will be required to select a placement school from the school drop-down menu and specify the best phone number to contact you. Only schools with available slots are listed in the drop-down menu. Once you press submit, you should receive a confirmation message on the screen as well as in your ASU Pipeline email account. You are now placed into your selected school.
  2. If you choose **Already Employed at a School**, you will be required to specify the school you are employed at, as well as school contact information, position type, and grade level. Upon submission, you will receive confirmation that your request has been received on the screen and in your ASU Pipeline email account. You are not guaranteed that you will receive a placement at your school of employment. You will be notified at a later date of your placement.
- 7) If you decide to change the school you have chosen, simply re-enter the Area F Field Experience Placement form by following the above steps, select a different school, and re-submit the form. Changes can be made anytime during the form availability dates. After those dates, no changes can be made.
- 8) You cannot select a school that is not on the Area F Field Experience School list.
- 9) You can contact your field experience school on 2/1/10, but NOT before.
- 10) When you log on to the Field experience Placement System, you **MUST** record the name and contact information for the school that you choose.
- 11) The Field Experience schools are different for the Area F classes and the SPED 4002 classes.