Instructions for Registering Online for Field Experience Placement

Visit the placement website:


1. Click on “New Here? – Sign-up”

2. Select a username and click on theAvailablebutton. If the username is available, you will be able to enter a password. Keep in mind that it is College policy that all email correspondence goes to the Broward College student email account. You MUST use yourBroward College student email address.

3. Enter a password question and answer.

4. Select Student from the Role drop-down menu. Click submit.

5. A message will appear that states “To activate your account, please check your email.”

6. Check your email and click on the link provided. A message will pop up “Email is Confirmed. Your Field Experience Account is now Activated”.

7. Login using your username and password. Select the appropriate university (Broward College for EDF1005 or EDF2085, Broward College TEP for all upper division courses, or Broward College EPI for alternative students). You will then be able to enter your personal information. Please be aware that the system is address-driven, meaning that you will be placed (with no guarantees) in an area closest to the address you provide.

8. The courses available will show up in the window below your personal information. If the appropriate courses do not show up, make sure you selected the correct “university” from the drop-down menu.

9. Select the relevant courses one at a time and click submit. You will receive a pop-up message that states you have successfully registered for the course.
10. When you have finished, make sure you **logout** by clicking on the Start button on the bottom left-hand side of the page and selecting logout.

11. If you are still having problems call the Coordinator of Clinical Education and Placement at 954-201-8423.

Students should begin monitoring their placement status after August 27, 2012. If the student has been placed, the placement school and cooperating teacher information will also be sent to them via email.

If a student does not register for field experience placement by September 14, 2012, the student will be blocked from registering and must withdraw from the course(s) which require field experience.

***REMINDER*** You must have completed your security clearance and received a badge prior to entering any Broward County Public School. Make sure you take care of this immediately by going to [www.L1enrollment.com](http://www.L1enrollment.com). You will be able to register, select a location to have your fingerprints taken, and pay on the website. The cost is $73.75 for new students. You will be prompted for a CIN#, which is UE00064