

Dear Community Partners,

This notice contains important information on Time2Track. You should have received an email from Time2Track with your login to access the database. Please be sure to check your Spam folder in case the email goes into this folder.

Once you login into the system you will be asked to select Degree, Qualifications, Qualification ID and the State/Province of Qualification.

There are no certifications required to be a Site Supervisor for the SJP, if you do not have any of the certifications listed below please select the following for each section:

Degree: Select "Other"

Qualifications: Select "Other Certification"

Qualification ID: Enter NA or N/A or None.

State/Province of Qualification: The Site Supervisor can enter anything here but it can't be blank. We suggest the same options as detailed in Qualification ID or you may enter the state/province where your site is located.

If you have any of the listed certifications please select from the proper field and follow the prompts until completion.

This data is required to establish an account in Time2Track to approve your SJP intern(s) hour logs and complete their student evaluations.

Please do not be alarmed, you will not be able to see your SJP intern(s) hour logs until they submit their hours on Time2Track, they will have to select your name under the Preferred Supervisor dropdown menu. Once your intern(s) does this step and submits their hours, the system will populate your intern(s) hour log and evaluations information to your Site Supervisor page.

If you have any questions please contact me at freed@adler.edu or by direct dial (312) 662-4217.

Thank you kindly,

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Francine Reed
Manager of Community Partnerships
Department of Community Engagement

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