



Student Instructions

STEP 1: REGISTER AS A STUDENT IN CALIPSO

- When the fall semester begins, you will receive an email from "[hgermino via calipsoclient.com](mailto:hgermino@calipsoclient.com)" that contains the PIN number you will use to register for CALIPSO (please check your spam folder; the subject line will say, "CALIPSO Registration").
- Begin the registration process by going to <https://www.calipsoclient.com/pacific/students/register>
- Complete the requested information, being sure to enter your Pacific email address **EXACTLY** as it appears in your registration email message.
- Click "Register Account."

NOTE: PIN numbers are valid for 40 days. Contact your Coordinator for a new PIN if 40 days has lapsed since receiving this registration e-mail.

STEP 2: LOG IN TO CALIPSO

- To login, go to <https://www.calipsoclient.com/pacific> and login to CALIPSO using your school email and **password that you created for yourself during the registration process (step one)**.
- When logging in for the first time, you will be prompted to pay the student fee and to initial a Consent for the Release of Information form.

STEP 3: ENTER CONTACT AND EMERGENCY INFORMATION

- In the Lobby, click on "Student Information"
- Click on "Contact Info" and then "Edit" for your local and permanent addresses.
- Click on "Edit Emergency Contact" and enter the name and phone number for the person you would like the department to contact in case of emergency.
- Click "Home" located within the blue stripe to return to the lobby.

STEP 4A: ENTER DAILY CLOCK HOURS

- Click on the "Clockhours" link located on the lobby page
- Click on the "Daily Clockhours" link located on the blue stripe.
- Click on the "Add new daily clockhour" link.
- Complete the requested information and click "Save."
- Enter your clock hours, double check that everything was entered correctly and click the "Save" button located at the bottom of the screen. You will receive a "Clockhour saved" message in green.
- Repeat the steps above to enter clockhours earned under each supervisor assigned to you for the semester.

Make a mistake on your hours?

NOTE: This process will only work if you have NOT yet submitted your hours for approval. **DO NOT** create a new entry for the supervisor. Instead, follow these steps:

- Click on the "Daily clockhours" link located within the blue stripe.
- Select the clockhours entry you wish to edit drop-down menu and click the "Show" button.
- Select the desired entry by clicking on the link displaying the entry date located along the top of the chart (in blue and underlined).
- Make the necessary changes and click the "Save" button at the bottom of the screen. You will receive a "Clockhour saved" message at the top of the screen.

STEP 4B: SUBMIT CLOCK HOURS FOR SUPERVISOR APPROVAL

- Click on the “Daily clockhours” link located within the blue stripe.
- Select the clockhours entry you wish to submit for approval from the drop-down menu and click the “Show” button.
- Check the box (located beside the entry date). Then click the “Submit selected clockhours for supervisor approval” button.
- The designated supervisor will receive an automatically generated email requesting approval of the clockhour record.

NOTE: Clockhour entries CANNOT be edited once approved, so please be sure to review your hours entry before submitting it for approval.

- To verify that you’ve done everything correctly, click on the “Clockhours list” link located within the blue stripe. Your submitted clockhours (as well as all other hours submitted/approved for previous semesters) will appear. All hours awaiting approval will be pink in the “App” column. All approved hours will have a “Y” in the “App” column.

STEP 5: COMPLETE SUPERVISOR FEEDBACK FORM

- At the end of each semester. You will be required to complete a supervisor feedback form for each of your supervisors (e.g. clinic, diagnostics, internship/fieldwork, and/or externship).
- From the lobby, click “Supervisor feedback forms.”
- Click “New supervisor feedback.”
- Complete form and click “Submit feedback.”

QUESTIONS/CONCERNS/PROBLEMS?

Please do not hesitate to contact us:

cmagana@pacific.edu.