



Instructions for Accessing the “GSSW Internships” Database

(NOTE: If you are an incoming student, you will not be able to access the database until after you have met with our Field Coordinator)

The “GSSW Internships” database is web-based, so it is accessible from any computer that has internet access.

- Go to: <https://gsswinternships.du.edu>
- Read the Conditions of Use Policy on the main page.
- For USERNAME, enter your DU ID Number beginning with “87...”
- For PASSWORD, enter your webCentral password.
- Click on the LOGIN Button.
- Verify your personal information on the left side of the screen. If anything is incorrect, follow the instructions in order to update your information. (NOTE: Do not be concerned if your MSW degree information on the right side of the screen is inaccurate at this time.)
- Under “Student Referral History” you can help the Field Office by clicking “interested” to “not interested” for any sites you have ruled out. Your TIMELY updating of your student details page in the database will help your fellow students in their field search.

Field Confirmation Form

Within **48 hours** of securing your field internship, complete and submit online a **“Field Confirmation Form”** which can be found in the *GSSW Internships Database*. This form provides the school with the official documentation needed for your student records and is directly tied to your registration for field credits. You will not receive credit for your field internship until this form is submitted. **Under no conditions should you begin an internship without having first completed a Field Confirmation Form.**

- Be prepared to answer specific questions about your internship (agency name and division, agency address, website and MSW Field Instructor phone and email address.) If you are unsure about the correct and complete contact information, **please call or email the agency before you start filling out the form to ensure you have accurate contact information.**
- Log on to the database using the instructions above.
- On your Student Details Page, under “Placement History,” click on **Field Confirmation Form**.
- Fill in all requested information. If for some reason you are unable to provide the requested information, DO NOT enter incorrect information, but STOP and contact the Field Program Office at field@du.edu or by calling 303-871-2844.
- Allow **15 minutes** to complete this form online.