How to complete a field trip authorization waiver

Before going on a class field trip, submit a HSU Release of Liability waiver. Completing this process is mandatory for participation on a class field trip. You must also update emergency contact information prior to departure. To learn how to update emergency contact information, see the “How to update your personal information” tutorial.

If you are under the age of 18, you must complete and have your legal guardian sign the paper CSU Release of Liability form. The CSU Release of Liability form can be downloaded at HSU Forms.

Step 1: Log in to myHumboldt; go to Student Center
Step 2: Look at your To Do List. A field trip will have Course Nbr, subject, number, and section. It will look something like this: [21786 HIST 312 1].
Step 3: Click the More link to view your to do items.

Step 4: Select the field trip item to view the details.
Step 5: The details of your field trip will appear. Just below the field trip details will be the navigation link to complete the necessary waiver form.

Step 6: Follow this navigation very carefully from your Student Center Main Menu: Humboldt CS Customization > HUM – Records & Enrollment > Field Trip Authorization > Authorize Field Trips
Step 7: Select the Search Button

Step 8: The HSU Release of Liability waiver form will appear. All field trips for the class will be displayed. Review this list.

Step 9: Carefully read the Release of Liability Waiver.

Step 10: Click the Save button to acknowledge that you have read, understand and accept the conditions in the Release of Liability Waiver.
Step 11: Select the **Home** link located at the top of your screen to return to your **Student Center**.

![Home link](image)

Step 12: The process is complete. Double-check your **To Do List**. You should see “**No To Do’s**”.

![To Do List](image)

**Note:** You will need to complete this process for each class that has a field trip component.

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