Create an account on the Field Service Portal by following these five simple steps.

**Step 1 - Choose Role**

From the [homepage](#), click on the purple Placement Coordinator icon.
Step 2 - Choose UNM Program

Welcome
The Field Service Portal connects potential teacher candidates with dedicated cooperating teachers and school administrators to provide dynamic field experiences to University of New Mexico students pursuing careers in education. Our primary goal is to place students in classroom environments that will best foster success. Register online today to participate in field experiences as a Student Teacher, Cooperating Teacher, School Administrator, Placement Coordinator, or UNM Administrator.

Who are you?
- Student Teacher
- Cooperating Teacher
- School Administrator
- Placement Coordinator
- UNM Administrator

Placement Coordinator, please select your program:
- Select a Program...
- Select a Program...
- Art Education
- Early Childhood and Multicultural Education
- Elementary Education
- Elementary Masters W/Alternate Route to Licensure
- Health Education
- Physical Education
- Secondary Education
- Dual License

Choose your UNM program from the drop down menu list.

Step 3 - Go to Registration Form

Documents provided on this site require the use of Adobe Reader (for files ending in .PDF) or Microsoft Office/Microsoft Office File Viewers (for files ending in .DOC, .PPT, or .XLS).

Elementary Education — Placement Coordinator

New User  Returning User  Resources

Program Steps
Step 1
- Register as a Placement Coordinator

On the subsequent page, click on the Register as a Placement Coordinator button.
Step 4 - Complete Registration Form

Answer Registration form questions.

Step 5 - Submit Registration Form

Carefully read the Registraton Agreement, checkmark the agreement box, and press the Submit button.

A UNM Administrator will confirm your position and COE association. Once approved, you will receive email notifications to return the Field Service Portal to record your placement decisions. Thank you for your support in making Field Experience valuable to both UNM students and pre-k - 12 schools.