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

**Step 1 - Choose Role**

From the [homepage](#), click on the green Student Teacher icon.

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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

Sign up to receive our email newsletter >>
Step 2 - Choose UNM Program

Select your UNM Program from the drop down menu list.
Step 3 - Go to the Registration Form

Elementary Education — Student Teacher

New User  Returning User  Resources

Program Steps

Step 1
Apply for and be accepted into the Elementary Education licensure program in the College of Education.

Step 2
Purchase liability insurance and complete fingerprint and background checks once you have attended the Elementary Education Program Orientation.

Note: If you do not pass a background check, you may not be eligible to work within a school district or educational agency. Please make sure you have informed us in plenty of time of your situation.

Insurance and Background Check Instructions — PDF  |  DOC

Step 3

Register as a Student Teacher

Step 4
Submit required documents to College of Education and your field experience school.

- Deliver proof of passing background check and district authorization form to the Field Services Center at Manzanita Hall 114
- Deliver proof of passing background check to your principal.

On the subsequent page, press the Register as a Student Teacher button.
Step 4 - Complete the Registration Form

New User Registration

Answer Registration Form questions.

Step 5 - Submit Registration Form

1. I understand that Elementary Education Program's faculty and staff collaborate with school districts to determine field experience placements. I will not contact schools and teachers on my own. I understand that I won't be matched to a Master Teacher until I purchase liability insurance and clear a background check with the school district.

2. I understand that placements are based on availability of master teachers which means that individual preferences or special accommodations are limited and that changes in placements during a semester may not be possible. Most placements continue from one semester to the next with the exception of students requesting a mid school placement for the second semester. I understand that placements are finalized once the teacher has interviewed the student and the principal and the University of New Mexico has given approval.

3. I am responsible for following requirements of the Elementary Education Program as explained at the orientation meeting, the handbook, my faculty advisor, course syllabi, instructors, and website. I understand that I must meet field experience requirements under the supervision of a Master Teacher during the three semester program.

4. I will contact Roberta Marquez, Field Experience Manager, at rmar@unm.edu or (505) 277-5479 to update any changes to my contact information or teaching interests.

5. [ ] I agree to adhere to the requirements as detailed.

Submit

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

Visit the Field Services Office at Manzanita Hall, Room 114 to complete a background check and purchase liability insurance.