Please note that this automated system is not compatible with Mac or mobile devices.

ONLINE: CSER Evaluation Process/Form Completion

In order to complete the CSER Evaluation Process follow these steps:

1. Log into ASIST.
2. Click on “Student.”
3. Click on “Registration.”
4. Click on “Christian Service.”
5. Click on “CSER Evaluation Form for Residential Students.”
6. Log into the portal with your Liberty username and password.
7. Click on the drop-down menu to select the correct CSER evaluation form if you have more than one. Click on “Continue” and you will have access to the evaluation form.
8. Fill in the requested information.
   a. Verify Student ID, Last Name, First Name, Email, Phone. If the phone number block is blank, enter your phone number in the following format: 0123456789
   b. Verify the semester, Course, Organization, Supervisor
   c. Complete the Log Sheet (follow the proper date format). If the tally of your hours does not add up to the correct number (or gives you a NaN error code), there is an entry problem with the way you are inputting your hours. Please select the date from the calendar, record total number of hours for that day, and then press the insert button after each entry (including the last entry). Only enter numbers (no words) in decimal format, rounding to nearest quarter (For example, 1.5). No day may total more than 18 hours. No future dates may be inserted. Please also note the semester start and end dates.
   d. Select appropriate answer under Student Reflection, fill in boxes. Please note there is a 500 character limit including spaces, not a word limit for written responses.
   e. Select skill(s)
9. If you have not completed your 20 hours of CSER select SAVE and you can return to the form at a later date.
10. If you have completed your 20 hours of CSER click SUBMIT and send to the CSER supervisor for evaluation. You will be notified via e-mail when this is complete and you will access the evaluation form one last time for your electronic signature.
11. After CSER supervisor completes the evaluation, the Form is ready to be signed by the student through ASIST by repeating steps 1 through 7. Review your grade and supervisor’s comments. You will see a line at the bottom for your electronic signature. Once you e-sign and submit, this particular CSER will be complete and your grade will post.