NOTE: In order for you to log service hours in Get Involved you first must be a member of at least 1 organization. If you are not already a member of one organization, go to the Center for Student Involvement and click the “Join” button to request to join the organization.

Step 1: To log service hours log in to AccessUH and open the Get Involved webpage.

Step 2: When Get Involved is open click on the image/initial in the top right hand corner.
**Step 2:** After clicking on the image in the top right hand corner a panel will open on the right side of the screen. Click on the Service Hours tab (5th Tab on the list):

![Service Hours Link](image)

**Step 3:** Following clicking the Service Hours tab, the following screen should open saying “My Service Hours”. To log new service hours you will want to click the Add Service Hours button in the top right hand corner.

![Add Service Hours Button](image)
Step 4: When you click that link, the following form should appear:

![Form to add service hours](image)

**Step 5:** Select the Organization the service hours should be credited to, and verified by.
- *For Student Organizations:* One of the top three officers in your organization must "approve" your hours.
- *Center for Student Involvement:* Civic Engagement staff will “approve” all hours logged under CSI.

**Step 6:** Provide a detailed description of the service completed. If service occurred over multiple days, list the dates and times in this area.

**Step 7:** Provide a Verification Contact. Any volunteer service hours submitted may be verified by CSI Staff using this contact information.