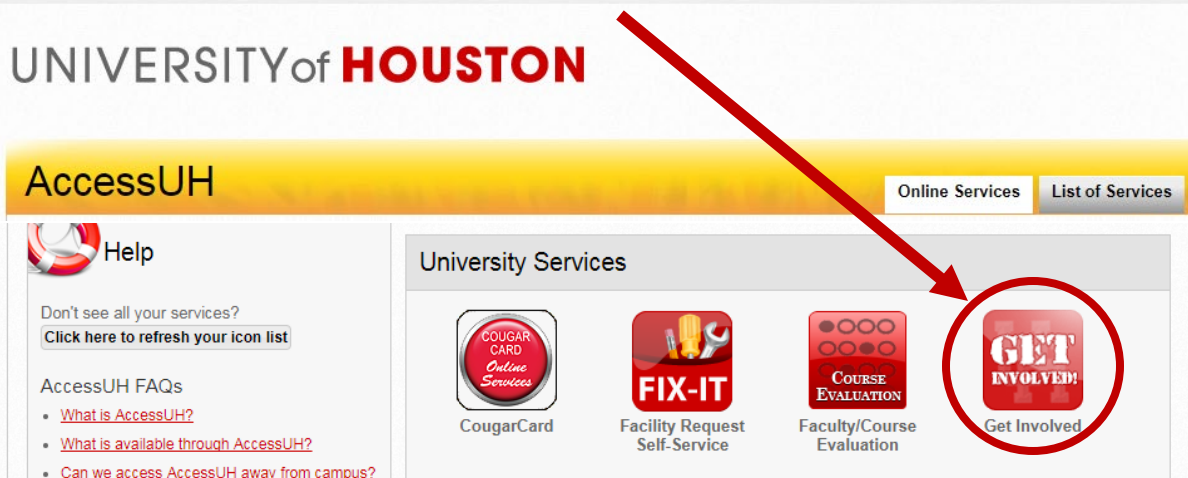


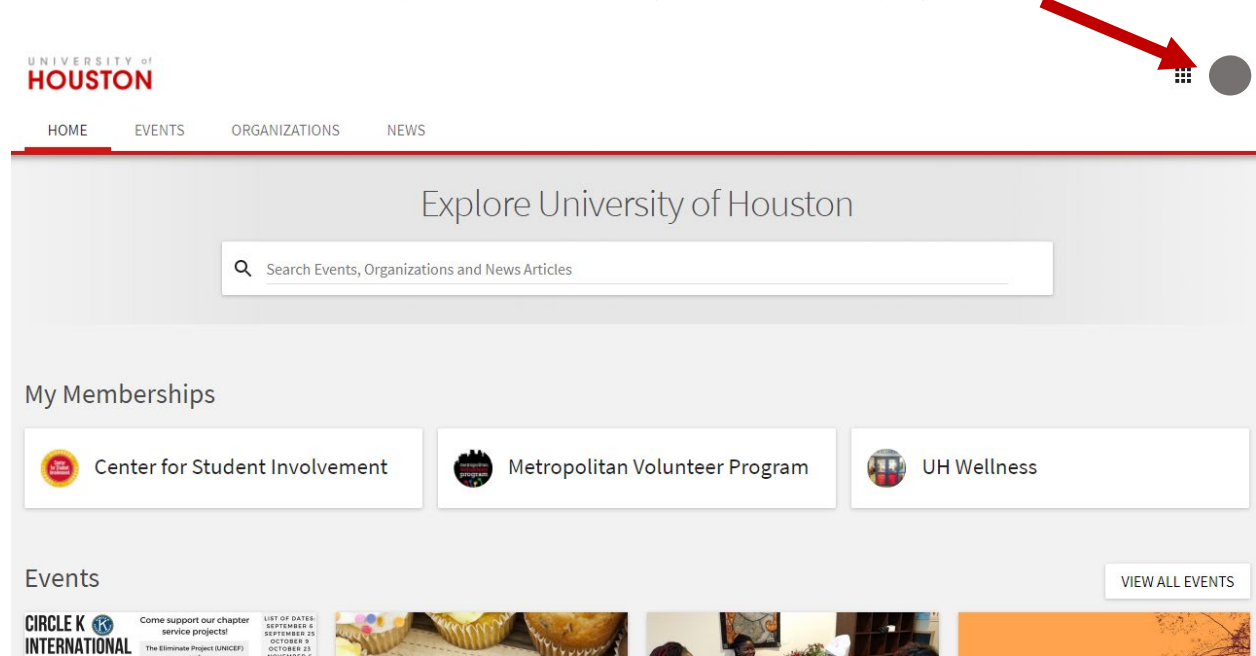
Logging Service Hours

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.



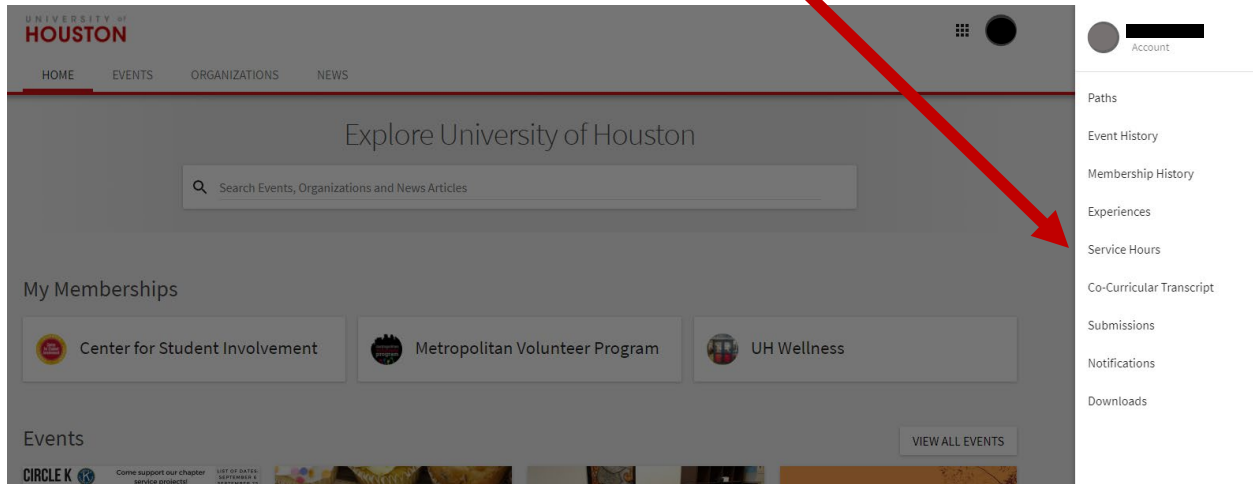
Step 2: When Get Involved is open click on the image/initial in the top right hand corner.



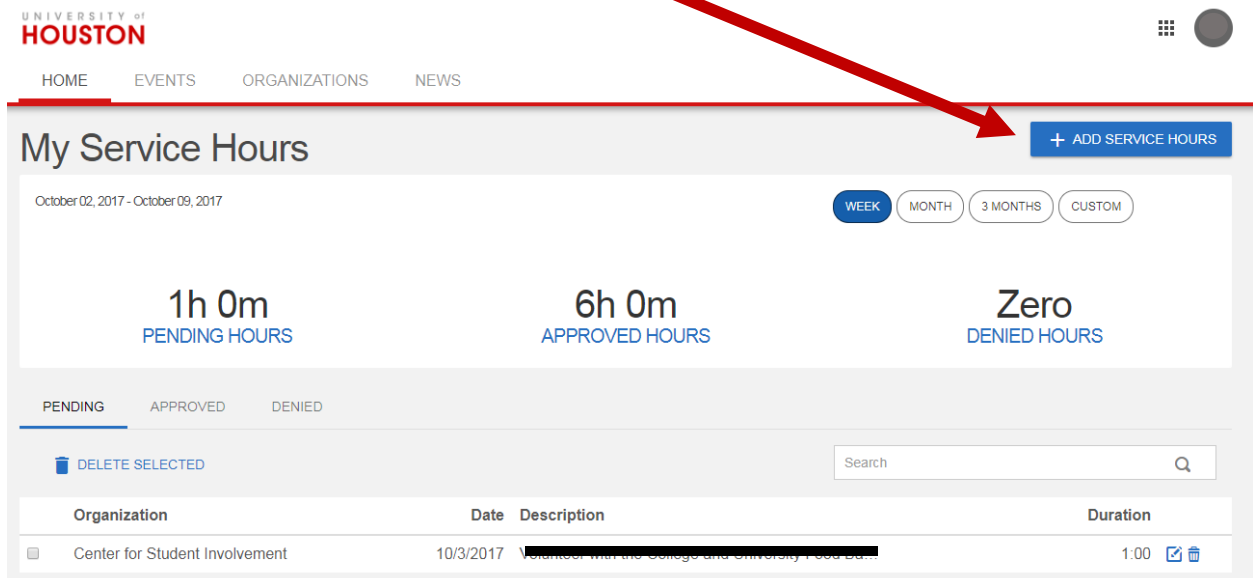
UNIVERSITY of HOUSTON

CENTER FOR STUDENT INVOLVEMENT

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):



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.



Step 4: When you click that link, the following form should appear:

The screenshot shows the 'Add Service Hours' form on the University of Houston website. The form is titled 'Add Service Hours' and is located on a page with a navigation bar containing 'HOME', 'EVENTS', 'ORGANIZATIONS', and 'NEWS'. The form fields are as follows:

- *Organization:** A dropdown menu with the text 'Select Organization' and a downward arrow.
- *Description:** A large text area for entering a detailed description of the service.
- *Date:** A date input field.
- *Hours:** A text input field for entering the number of hours.
- *Minutes:** A text input field for entering the number of minutes.
- Verification Contact:** A text input field containing the email address 'coordinator@servicegroup.org'.

At the bottom of the form, there are two buttons: 'CREATE' (in blue) and 'CANCEL' (in grey).

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.