

## Tracking Service Hours for Student Organization Leaders

To manage your roster or report service hours on other's behalf, you must be given administrative access by emailing [cce@usm.edu](mailto:cce@usm.edu).

It's easiest if you have members report their hours on their own: see [video](#)

But... to report hours on behalf of group members, see below:

The screenshot shows the 'Hours' page in the system. The 'GROUP LEADER PORTAL' option is highlighted in the dropdown menu. Red arrows indicate the '1st step' and '2nd step'.

FIRST	LAST	EMAIL	OPPORTUNITY	HOURS	DATE WORKED	LOCATION	OPTIONS
Keaira	Smith	Keaira.Smith@usm.edu	Parking Garage Clean up	2.00	Sep 23, 2022		

The screenshot shows the 'Hours' page in the system. The 'ADD HOURS' button is highlighted. Red arrows indicate the 'Third Step'.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
*Get Connected*

Hours

LEADER PORTAL ROSTER USER INFO OPPORTUNITIES RESPONSES HOURS REFLECTIONS

USER GROUP: Sigma Alpha Epsilon GO

EXPORT HOURS

ADD HOURS

FIRST	LAST	OPPORTUNITY	HOURS	DATE WORKED	BLOCK	USER GROUP	STATUS	OPTIONS
Joshua	Rend	Hashtag Lunchbag	0.58	Oct 13, 2022	n/a	Sigma Alpha Epsilon	Approv	

## Add Hours

**Select Response**

User Lookup  **← Type in student name (must be on your roster)**

User: Jacob Davis (ID: 5713279)

Opportunity Response Lookup  **← Type in "Various" (shift doesn't matter)**

Opportunity: Various (ID: 750446)  
Shift: Sep 1, 2023 9:00am

**Hour Details**

Date Worked \*  **← Put in date worked, hours worked, and select your organization for User Group. If reporting multiple dates, just pick a random date and then put dates and details under "description"**

Hours Worked \*  **←**

User Groups \*  **←**

**Description \***

**← Must provide enough information so we know it meets the criteria listed below**

**Hours Questions**

Q: How would you best describe this service activity?

☐ Volunteering with a community organization (not a for-profit)

☐ Volunteering at a faith-based organization without faith requirement (not teaching Sunday School, evangelism, singing in choir)

☐ Volunteering as part of an event that raises money for charity (not donating items or asking for donations)

☐ Volunteering with a campus department or student activity that benefits a charity or the general well-being of the USM community (not just activities only benefiting University departments or student orgs)

☐ Volunteering with citizenship or voter registration activities (not campaigning for a specific candidate or political party)

**← You don't have to select anything here, it is just FYI on what counts for service hours**

**SUBMIT HOUR ENTRY** **CLEAR FORM** **← Click "Submit Hour Entry"**

## Two ways to view hours reported by your group:

### Option 1

- This is also how you can update your roster (see Tips)

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
*Get Connected*

**Step 1** → **GROUP LEADER PORTAL**

**Step 2** → **Roster**

**Step 3: Select your group** → **GO**

**Step 4: View Resume** → **VIEW RESUME**

**Tip: Add members by typing their email here**

**Tip: Remove members by scrolling to right and clicking "X"**

LAST NAME	EMAIL	HOURS	RESPONSES	DATE ADDED	USER STATUS	MEMBER STATUS	OPTIONS
Walley	Benjamin.Walley@usm.edu		2	2020-10-13 14:59:40	active	active	X
Hoover	Clinton.Hoover@usm.edu		3	2020-10-13 15:03:34	active	active	X
McNeil	John.M.McNeil@usm.edu		3	2020-10-13 15:07:45	active	active	X
Fitzgerald	Michael.D.Fitzgerald@usm.edu		2	2020-10-13 15:22:10	active	active	X
Davis	Lee.B.Davis@usm.edu		1	2020-11-10 09:18:37	active	active	X

## Option 2

The screenshot shows the Volunteer.usm.edu website. The header is yellow with the university's name and a blue banner that says "Get Connected". Below the header, there's a navigation bar with links like "RETURN TO OUR WEBSITE", "VOLUNTEER", "ADD HOURS", "CALENDAR", and "HELP". The main content area is titled "Hours" and includes a description: "This table shows all submitted hours that are associated with the user groups displayed below. You can add hours as needed, and you can change them. Filter the list by selecting a block and a user group." Below this, there's a table with columns for "BLOCK", "USER GROUP", and "GO". A red arrow points to the "GO" button. To the right of the table, there's a button labeled "EXPORT HOURS" and another labeled "ADD HOURS". A red arrow points to the "EXPORT HOURS" button. A third red arrow points to the "ADD HOURS" button. On the left side, there's a sidebar with navigation options: "DASHBOARD", "OPPORTUNITIES", "EVENTS", "AGENCIES", and "HATTIESBURG VOLUNTEER OPPORTUNITIES". A red arrow points to the "OPPORTUNITIES" option. A fourth red arrow points to the "HATTIESBURG VOLUNTEER OPPORTUNITIES" option. A fifth red arrow points to the "ADD HOURS" button. A sixth red arrow points to the "EXPORT HOURS" button. A seventh red arrow points to the "GO" button. A eighth red arrow points to the "ADD HOURS" button. A ninth red arrow points to the "EXPORT HOURS" button. A tenth red arrow points to the "GO" button. A eleventh red arrow points to the "ADD HOURS" button. A twelfth red arrow points to the "EXPORT HOURS" button. A thirteenth red arrow points to the "GO" button. A fourteenth red arrow points to the "ADD HOURS" button. A fifteenth red arrow points to the "EXPORT HOURS" button. A sixteenth red arrow points to the "GO" button. A seventeenth red arrow points to the "ADD HOURS" button. An eighteenth red arrow points to the "EXPORT HOURS" button. A nineteenth red arrow points to the "GO" button. A twentieth red arrow points to the "ADD HOURS" button. A twenty-first red arrow points to the "EXPORT HOURS" button. A twenty-second red arrow points to the "GO" button. A twenty-third red arrow points to the "ADD HOURS" button. A twenty-fourth red arrow points to the "EXPORT HOURS" button. A twenty-fifth red arrow points to the "GO" button. A twenty-sixth red arrow points to the "ADD HOURS" button. A twenty-seventh red arrow points to the "EXPORT HOURS" button. A twenty-eighth red arrow points to the "GO" button. A twenty-ninth red arrow points to the "ADD HOURS" button. A thirtieth red arrow points to the "EXPORT HOURS" button. A thirty-first red arrow points to the "GO" button. A thirty-second red arrow points to the "ADD HOURS" button. A thirty-third red arrow points to the "EXPORT HOURS" button. A thirty-fourth red arrow points to the "GO" button. 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How to set up a service event that students can sign up for:

RETURN TO OUR WEBSITE

MANAGER


MY AGENCIES

CALENDAR

(197)


OK

HELP



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Get Connected



DASHBOARD

OPPORTUNITIES

EVENTS

AGENCIES

HATTIESBURG VOLUNTEER OPPORTUNITIES

REPORT SERVICE HOURS

GULF COAST VOLUNTEER OPPORTUNITIES

HOW TO USE THIS SITE

COLLAPSE MENU

Leader Portal > Opportunities

Opportunities

Listed below are details about the opportunities that have been assigned to your Group user group. Filter the list by selecting a block and a user group. Note that some students may have responded to opportunities not listed here. To view those responses, click "Responses" below.

LEADER PORTAL

ROSTER

USER INFO

OPPORTUNITIES

RESPONSES

HOURS

REFLECTIONS

BLOCK

USER GROUP

GO

EXPORT ALL OPPORTUNITIES

Only Opportunities for open User Groups or Blocks have that closed in past 12 months are shown. Use Block or User Group filter to see Opportunities from early dates

ADD NEW OPPORTUNITY

TABLE FILTER

OPPORTUNITY	AGENCY	BLOCK	USER GROUPS	OPTIONS
Food pantry/ Thrift store	Edwards Street Fellowship Center	Ongoing	CCE	
Catchafire	USM Center for Community Engagement	Ongoing	CCE	
Soup Kitchen Volunteers	Christian Services	Ongoing	CCE	

VIEW PROFILE

EDIT PROFILE

TRACK HOURS

VOLUNTEER SCHEDULE

QUALIFICATIONS

MY FILES

OPPORTUNITY RESPONSES

MY TEAMS

MY USER GROUPS

GROUP HOURS OVERVIEW

GROUP LEADER PORTAL

INBOX

LOGOUT

Step 4 (next page)

LEADER PORTAL   ROSTER   USER INFO   OPPORTUNITIES   RESPONSES   HOURS   REFLECTIONS

## Final step