Get Connected

- Sign in with USM credentials
- Navigate volunteer.usm.edu with just your profile icon > or, on mobile >
- Download the "Cause Connect" app – login with firstname.lastname@email and check email inbox for PIN

For Organizations: Enable Sign-up & Check-In for Service Activities

- Create an online volunteer opportunity for any service activity - the opportunity can be open to the entire community (public) or only visible to a select group (private).
    - USM organizations can request an opportunity be created at **https://bit.ly/GCopportunity**
    - Hattiesburg nonprofit sign-up **https://unitedwaysems.galaxydigital.com/agency/signup/**
    - Gulf coast nonprofits sign-up **https://gulfcoasthub.galaxydigital.com/agency/signup/**

Document your Service

You can check in/check out at service events by **SIGNING UP** for a volunteer opportunity first, then checking in/out using the "Cause Connect" app. ("**Search**" to find and sign up for opportunities.)

Or to track general service hours, complete the following steps:

1. On the **"Cause Connect" App**: "Add Hours"
   On www.volunteer.usm.edu**: "**Report Service Hours" or "Track Hours"
2. "Are these hours in reference to an opportunity you responded to on this site?"
   -**Yes**, if you signed up via www.volunteer.usm.edu
   -**No**, if you found the opportunity on your own
3. Type in information about service activity
4. Select organization(s) to report hours to under **User Group.** If an organization you belong to doesn't show up, email getconnected@usm.edu.
5. Describe service activity in order to get service hours approved.

Tracking Hours for Groups

To request a group profile or admin access to track service hours for a group of people, email getconnected@usm.edu. You can view total service hours for your group and its members by going to www.volunteer.usm.edu, your **Profile icon > "My User Groups" > "View Resume".** To see **DETAILS** of each member's individual hours, request a report at getconnected@usm.edu

To report service hours on behalf of others:

1. Request admin access for your group at getconnected@usm.edu
2. Once granted, go to your **Profile Icon** > "**My Teams**"
3. At bottom of screen - "**Manage Team**" for the volunteer opportunity you want
   a) If not listed, choose "This Opportunity is for Service Chairs ONLY to Report Mass Hours"
4. To report hours for volunteers who aren't listed, click Add Member. (If you need to add a bunch of people at one time, email getconnected@usm.edu).
5. Click the hourglass next to a volunteer to enter their hours.
   a) Select their User Group to report hours to your org.
   b) Be sure to use the "**Description**" text box to list the specific dates and descriptions for how hours were earned.
   c) Submit hour entry.