Adding Volunteer Hours

Click the “Record Volunteer Hours” Button
Adding Volunteer Hours

Click the “Add Volunteer Record” Button
Adding Volunteer Hours

Click the “New Volunteer Record” Button
Adding Volunteer Hours

Click the “All Organizations” Button
Adding Volunteer Hours

Click the “Add New Organizations” Button
Adding Volunteer Hours

Type in the name of the organization you volunteered for and click the “Add Organization” Button.
Adding Volunteer Hours

Click the “All Activities” Button
Adding Volunteer Hours

Select the activity that best describes your volunteering record.
If you have just been added to the portal, record your capstone project as your first 8 hours.

Adding Volunteer Hours

If you have just been added to the portal, record your capstone project as your first 8 hours.
Use the provided fields to describe your volunteering activity and then click “Submit Volunteer Record”