



Entering Hour Logs Through the My Service Log System

A Step-by-Step Overview



North Carolina

Activating Citizenship Through Service



This is the welcome screen ,
after you enter the URL for
your campus site. A list of
sites can be found on the
NC-ACTS! website
(www.nccampuscompact.org)
under **Members**

Please Login

Email Address:

Password:

Enter



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This is your Home Page

Home Settings Log Off



North Carolina

Activating Citizenship Through Service



Welcome Your Name will be here My Home Page
Wednesday, August 26, 2009

- Member Menu**
- My Home Page
- Member Profile
- Site Agreements
- Hour Logs
- Member Activities

- Positions & Trainings**
- Service Sites & Positions
- Training & Member Development

Messages

Agreement Approved
Welcome to Americorps!

Be sure to check this area periodically as it shows your current hours and hours remaining to reach 300. Be sure that it matches your records. It also shows whether or not your Campus Coordinator and the licensee have approved the hours you have entered. The licensee is NC Campus Compact.

My Status

Active Agreements
Volunteer

Proposed Agreements

August 2009 Hours

Member Entered	0
Campus Approved	0

NC-Acts! Term 1 Hours

Member Entered	259.75
Campus Approved	259.75
Licensee Received	259.75
Hours Remaining	40.25



North Carolina

Activating Citizenship Through Service

Home

Settings

Log Off



Welcome

Your Name will be here

My Home Page

Wednesday, August 26, 2009

Member Menu

My Home Page

Member Profile

Site Agreements

Hour Logs

Member Activities

Positions & Trainings

Service Sites & Positions

Training & Member Development

Messages

Agreement Approved

Welcome to Americorps!

My Status

Active Agreements

Volunteer

Proposed Agreements

August 2009 Hours

Member Entered 0

Campus Approved 0

NC-ACTS! Term 1 Hours

Member Entered 259.75

Campus Approved 259.75

Licensee Received 259.75

Hours Remaining 40.25

To enter new hours click on Hours Logs

Welcome Your Name will be here
Wednesday, August 26, 2009

Hours for Your Name will be here

August 2009

Make sure the date in this header says the month and year for which you are logging hours! If it is wrong change the date by scrolling down.

- Member Menu**
- My Home Page
- Member Profile
- Site Agreements
- Hour Logs**
- Member Activities
- Positions & Trainings**
- Service Sites & Positions
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Log Entry Report

Make Sure the Log Entry tab is selected . It will turn blue when it is highlighted.

Add Log Entry

Hours Minutes On

At (select only one)

Primary Position (Agreement)

Training & Member Development

This time was spent fundraising

#1 – Choose the date for your entry by clicking the date in the calendar

Calendar View

<< Previous Month August 2009 Next Month >>

July 2009							August 2009							September 2009						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

Complete Hours Log

Date - Edit	Type	Title	Hours
1.07/01/09	Service (Agreement)	Volunteer	118.50

August 2009

Click on the date in the calendar

August 2009						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The new date will now show up in the date box under Log entry to the far right on the first line. (Next to minutes)

Log Entry

Report

Add Log Entry

Hours Minutes On

At (select only one)

Primary Position (Agreement)

Log Entry

Report

#2 – Enter your hours in the Hours box

Add Log Entry

7 Hours 15 Minutes On August 3 2009

At (select only one)

Primary Position (Agreement)

Select

Training & Member Development

No Training & Member Development Available

This time was spent fundraising

Add Hour Log Entry

#3 Enter your minutes in the Minutes box

- If you serve 15 minutes or less, click 15.
- If you serve between 16 and 30 minutes, click 30.
- If you serve between 31 and 45 minutes, click 45.
- If you serve 46 minutes or more, please round up to the next hour and leave minutes blank.

Read this page if you are Entering Direct Service Hours
(go to the next slide for entering Training Hours)

#4 Scroll down to the correct Primary Position (Agreement). If you served hours that day at multiple sites, you must enter your hours separately. This means you will go through Steps 1-4 twice for that same date and you will change the Primary Position (Agreement) for each site.

Log Entry Report

Add Log Entry

7 Hours 15 Minutes On August 3 2009

At (select only one)

Primary Position (Agreement)

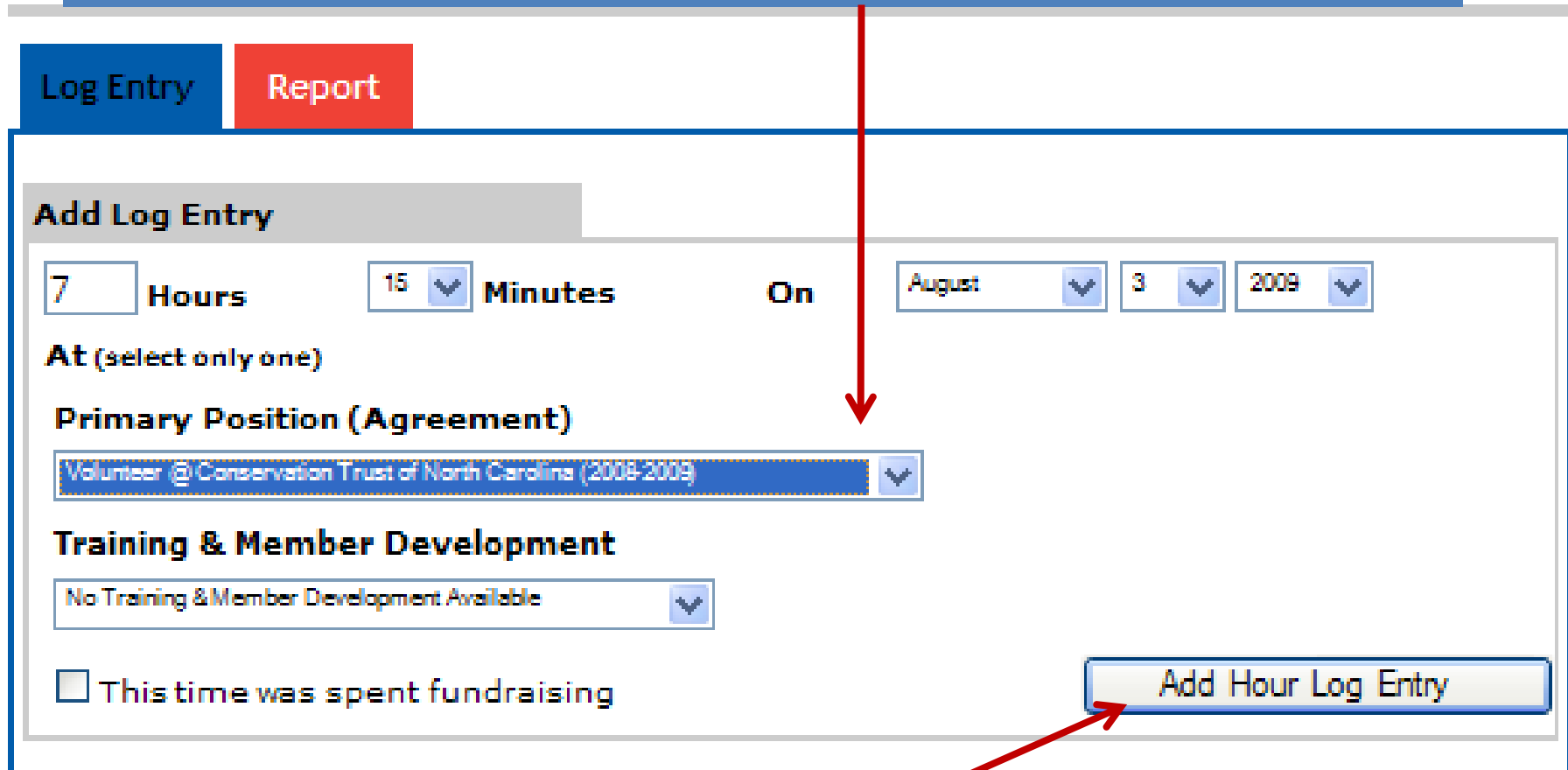
Volunteer @ Conservation Trust of North Carolina (2008-2009)

Training & Member Development

No Training & Member Development Available

This time was spent fundraising

Add Hour Log Entry



#5 Click the Add Hour Log Entry box.

Read this page if you are Entering Training Hours

Welcome Your Name will be here
Wednesday, August 26, 2009

Hours for Your Name will be here July 2009

Member Menu
My Home Page
Member Profile
Site Agreements
Hour Logs
Member Activities

Positions & Trainings
Service Sites & Positions
Training & Member Development

Log Entry Report

Add Log Entry

1 Hours 30 Minutes On July 15 2009

At (select only one)

Primary Position (Agreement)
Select

Training & Member Development
Select

This time was spent fundraising

Add Hour Log Entry

#1 Enter the date, hours and minutes as explained on Slides 6 & 7.

#2 Select the specific training. Once you enter a training, it will always be available in the drop-down menu. If you have not entered a training yet or if a training is not available, click on **Training & Member Development** in the sidebar on the left under Positions and Trainings.

Training Instructions Continued....

Welcome
Wednesday, August 26, 2009

Member Menu

- My Home Page
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Positions & Trainings

- Service Sites & Positions
- Training & Member Development

Training & Member Development July 2009

All Programs

Campus School Community National

Service Site	Training & Member Development	Available To	Date	Attendees
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5 Make sure that your hours are entered correctly on the bottom of the page under the Complete Hours Log section.



Complete Hours Log

Date - Edit	Type	Title	Hours
1. 07/01/09	Service (Agreement)	Volunteer	118.50
2. 08/03/09	Service (Agreement)	Volunteer	7.25
3. 08/04/09	Service (Agreement)	Volunteer	7.00
4. 08/05/09	Service (Agreement)	Volunteer	6.75
5. 08/06/09	Service (Agreement)	Volunteer	6.75
6. 08/07/09	Service (Agreement)	Volunteer	6.25
7. 08/10/09	Service (Agreement)	Volunteer	7.00
8. 08/11/09	Service (Agreement)	Volunteer	6.25
9. 08/12/09	Service (Agreement)	Volunteer	6.00
10. 08/13/09	Service (Agreement)	Volunteer	8.00
11. 08/14/09	Service (Agreement)	Volunteer	7.75

Checking Your Totals

Click on the Report Tab – It will be turn blue when it is highlighted.

Log Entry **Report**

Month: **August 2009** | Show hours in:

Weekly Hours Report

Date	Title	Training Hours	Service Hours	Campus Approved	Licensee Received
08/03/09	Volunteer		7.25	NO	NO
08/04/09	Volunteer		7.00	NO	NO
08/05/09	Volunteer		6.75	NO	NO
08/06/09	Volunteer		6.75	NO	NO
08/07/09	Volunteer		6.25	NO	NO
WEEK 31 TOTALS (08/02 - 08/08)		0.00	34.00		
08/10/09	Volunteer		7.00	NO	NO
08/11/09	Volunteer		6.25	NO	NO
08/12/09	Volunteer		6.00	NO	NO
08/13/09	Volunteer		8.00	NO	NO
08/14/09	Volunteer		7.75	NO	NO
WEEK 32 TOTALS (08/09 - 08/15)		0.00	35.00		
Totals		0.00	69.00		
Combined Total		69.00			
Fundraising** Totals		0.00	0.00		
Combined Fundraising** Total		0.00			
AmeriCorps Totals		0.00	69.00		
Combined AmeriCorps Total		69.00			

Check the totals on the page. If you need to make corrections go back to the Log Entry tab, click on the day with the error, make the changes and then save the changes.