Directions To Log Volunteer Service Hours

If you have any questions, please email them to CSRC@oneonta.edu and we will get back to you as soon as we can.

A. Become a member of CSRC
B. Log your hours
C. View your hours

A. Become a member of CSRC:
   1) Sign into Campus Connection with your Oneonta username and password
   2) Click on “ORGANIZATIONS” on top of the page
   3) Search “CSRC”
   4) Enter the page and click the blue button “Join”, click “confirm”

B. Submit your hours
   1) Sign into Campus Connection with your Oneonta username and password
   2) Click on the circle that is next to the nine squares
   3) Select “Service Hours”
   4) Click “ADD SERVICE HOURS”
   5) Select “CSRC” as Organization
   6) Detailed description must be written with location and name of the event/organization where you volunteered; what tasks you did; is it internship? Volunteer service? If the event lasted over the course of a few days, be sure to include those dates in the description box (EX: 8/27/18-12/3/18) (Failure to write accurate and adequate information will result in denied hours)
   7) Fill in the other blanks
   8) Submit

C. View your past hours
   1) Go to “My Service Hours” page (steps 1-3)
   2) Hours will be shown here
   3) Click “Approved Hours” to view past service hours