

# Directions To Log Volunteer Service Hours

If you have any questions, please email them to [CSRC@oneonta.edu](mailto: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