How to Log Service Hours in MyInvolvement

Function A: Logging Your Personal Service Hours

Step 1A:

1. From your MyGeorgiaSouthern, navigate to “MyInvolvement” under the Campus Life or Services tab.
2. In the upper right hand corner on your MyInvolvement Homepage, click on small circular icon with your initial or photo icon. Then, click on “Service Hours”.

[Image of the website interface showing the steps]
3. Click “Add Service Hours”

4. Select the organization from the drop-down menu you wish to associate the service hours with.

*Note: If you are submitting service hours to the Office of Leadership and Community Engagement, you must join their MyInvolvement page as a member. To join as a member, search the Office of Leadership and Community Engagement in the search bar of your MyInvolvement homepage and click on their office from the dropdown list. Then click the blue “Join” button.

5. Enter the date the service hours took place and a description of the type of service, place of the service, etc. With the description, be as detailed as possible.

6. Indicate the total number of hours and minutes spent performing service.

7. Type in an email address of a person who can verify the service hours completed.

*Note: If you are submitting service hours to the Office of Leadership and Community Engagement, you must put a verification contact email from the organization in which you completed the hours.

8. Click “Create”

*After creating a service hour’s entry, it will appear in the “pending” tab on your “Service Hours” page until a permitted organization officer or a University administrator approves or denies your entry.
Function B: Record Organization Members’ Community Service Hours

Step 2B:

1. Log into MyInvolvement.  
   *Note: Only organization officers can add in service hours for other members of an organization.

2. Go to your organization’s page you would like to manage hours
3. Click “Manage Organization”

*Note: If you do not see this button, your position in the organization does not have access to this function.

4. Click the 3 line menu option and click “Service Hours”
5. From the Service Hours menu option on your organization's page:
   a. Click “Add Service Hours”
6. Enter the following information:

a. Name of the person to receive the service hours (a drop-down menu will appear as characters are entered)

b. A brief description of the service hours

c. Date when service hours took place

d. The number of hours and minutes

e. Verification Contact Name is not required in this case

7. Click “Create”. This will automatically approve hours!

*Note: It is recommended by OSA that organization members input their own service hours and the officer approves them.

**Function C: Approve Organization Members’ Community Service Hours**

**Step 2C:**
1. Log into MyInvolvement. Please note: Only organization officers with permissions can approve service hours for other members of an organization.

2. Go to your organization’s page you would like to manage hours

3. Click “Manage Organization”

*Note: If you do not see this button, your position in the organization does not have access to this function.
4. Click the 3 line menu option and click “Service Hours”
4. Review hours listed under the Pending tab
5. Check the box next to each person’s name and the click Approve or Deny.
   a. This must be done one person at a time.

If your organization is interested in a generated service report, please contact the Office of Leadership and Community Engagement at lead@GeorgiaSouthern.edu to request a report. Please be sure to include the name of your student organization and the date range you’d like the report to include.