





How to Log Service Hours

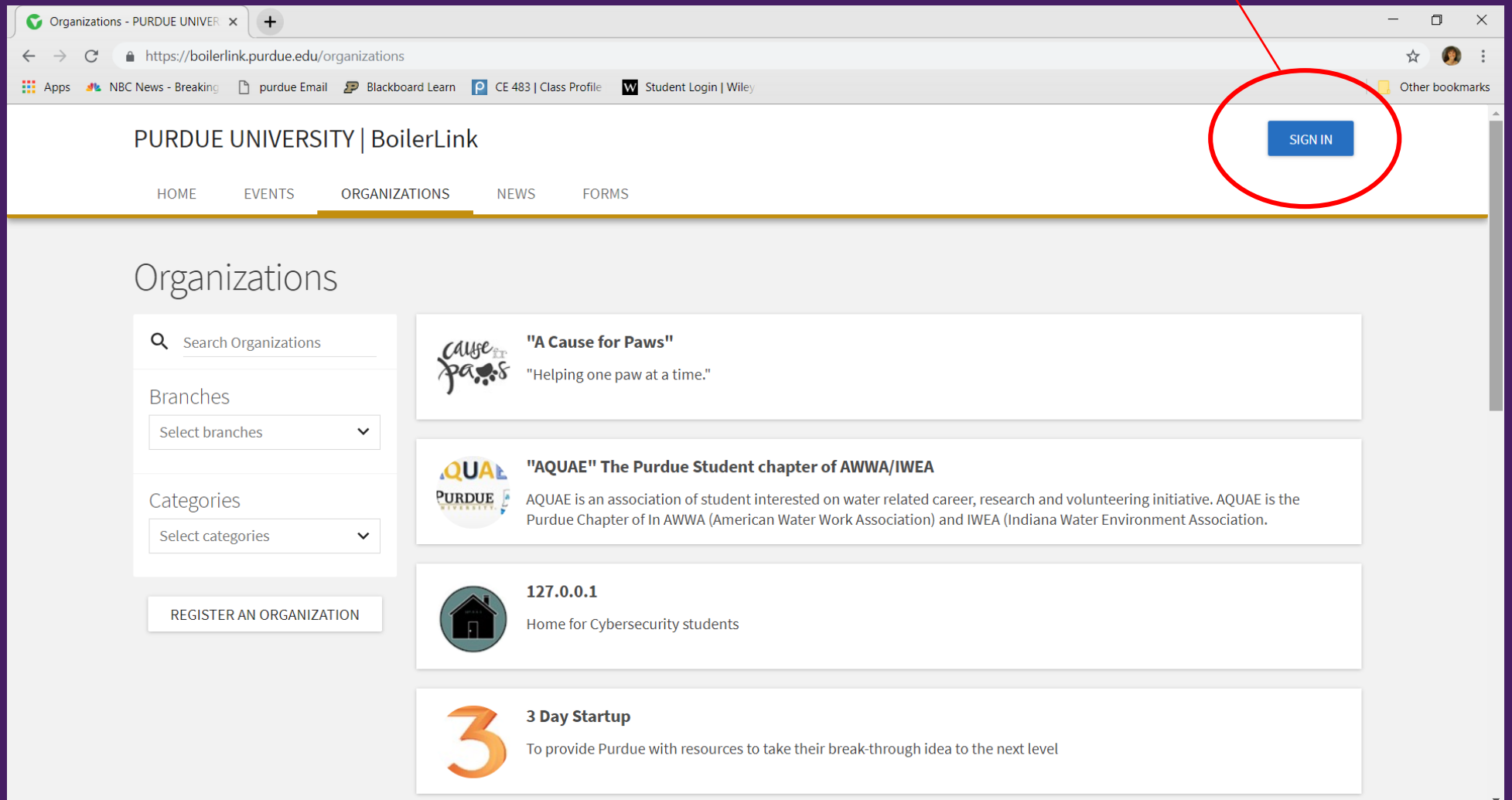
Step 1: Go to < <https://boilerlink.purdue.edu/organizations> >

The screenshot displays the Purdue University BoilerLink website. The browser's address bar is highlighted with a red box and contains the URL <https://boilerlink.purdue.edu/organizations>. The page header includes the text "PURDUE UNIVERSITY | BoilerLink" and a "SIGN IN" button. The navigation menu shows "HOME", "EVENTS", "ORGANIZATIONS" (which is underlined), "NEWS", and "FORMS". The main content area is titled "Organizations" and includes a search bar labeled "Search Organizations". Below the search bar are two filter sections: "Branches" with a dropdown menu showing "Select branches" and "Categories" with a dropdown menu showing "Select categories". A button labeled "REGISTER AN ORGANIZATION" is positioned below the filters. The main content area lists four organizations:

- "A Cause for Paws"**: "Helping one paw at a time." (Logo: )
- "AQUAE" The Purdue Student chapter of AWWA/IWEA**: AQUAE is an association of student interested on water related career, research and volunteering initiative. AQUAE is the Purdue Chapter of In AWWA (American Water Work Association) and IWEA (Indiana Water Environment Association). (Logo: )
- 127.0.0.1**: Home for Cybersecurity students (Logo: )
- 3 Day Startup**: To provide Purdue with resources to take their break-through idea to the next level (Logo: )

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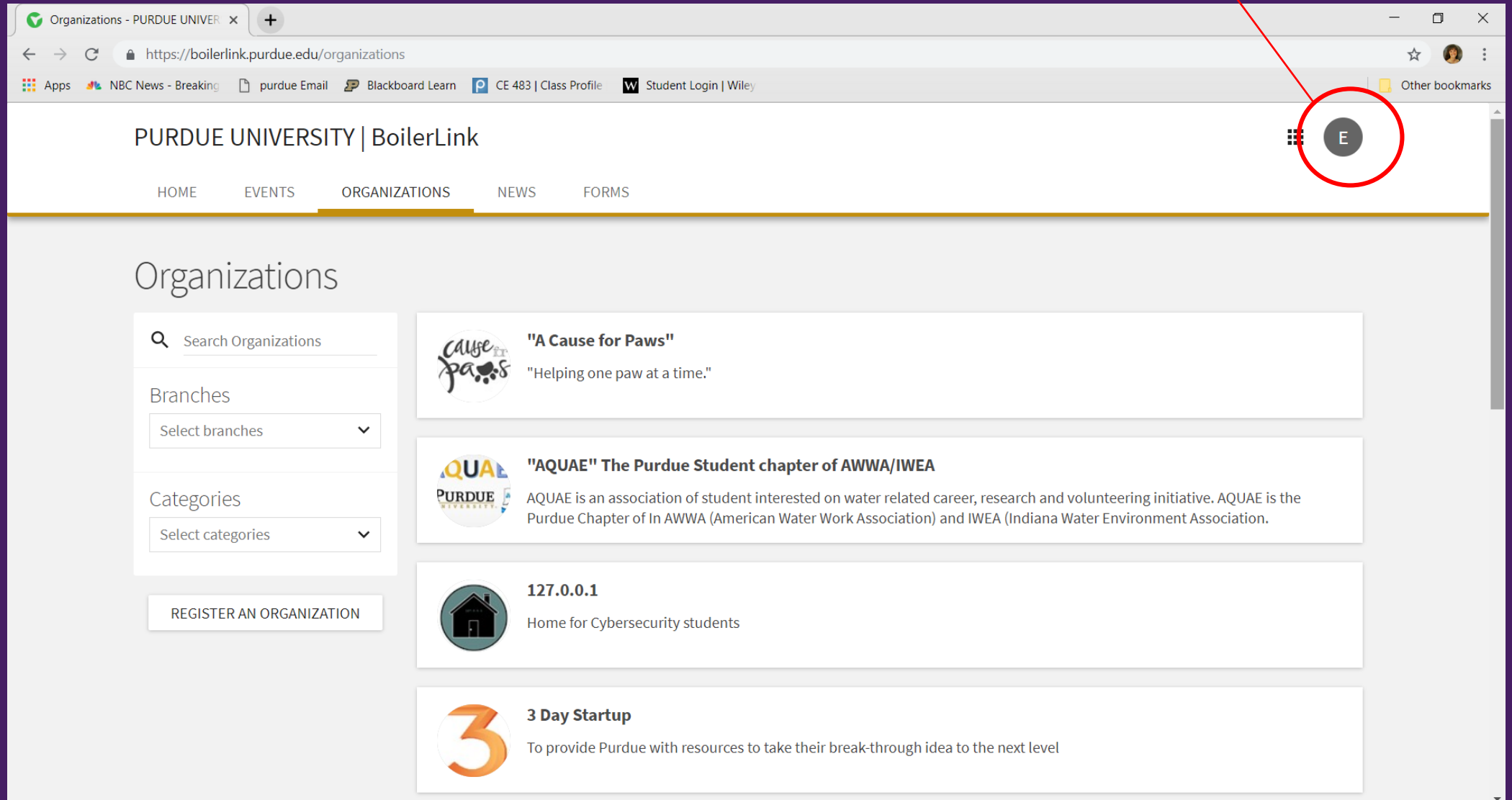
Step 2: Sign in using Purdue BoilerKey login.



The screenshot shows a web browser window with the URL <https://boilerlink.purdue.edu/organizations>. The page header includes the Purdue University logo and the text "PURDUE UNIVERSITY | BoilerLink". Below the header is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS (which is highlighted), NEWS, and FORMS. On the right side of the page, there is a blue "SIGN IN" button, which is circled in red. A red arrow points from the text "Step 2: Sign in using Purdue BoilerKey login." to this button. The main content area is titled "Organizations" and features a search bar, filters for "Branches" and "Categories", and a "REGISTER AN ORGANIZATION" button. Below these are four organization cards: "A Cause for Paws" (Helping one paw at a time.), "AQUAE" (The Purdue Student chapter of AWWA/IWEA), "127.0.0.1" (Home for Cybersecurity students), and "3 Day Startup" (To provide Purdue with resources to take their break-through idea to the next level).

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Step 3: After signing in, click on your profile circle in the top right corner.



The screenshot shows a web browser window displaying the Purdue University BoilerLink Organizations page. The browser's address bar shows the URL <https://boilerlink.purdue.edu/organizations>. The page header includes the Purdue University logo and the text "PURDUE UNIVERSITY | BoilerLink". Below the header is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS (which is highlighted), NEWS, and FORMS. The main content area is titled "Organizations" and features a search bar, filters for "Branches" and "Categories", and a "REGISTER AN ORGANIZATION" button. A list of organizations is displayed, including "A Cause for Paws", "AQUAE" The Purdue Student chapter of AWWA/IWEA, "127.0.0.1" Home for Cybersecurity students, and "3 Day Startup". In the top right corner of the page, a circular profile icon with the letter 'E' is circled in red. A red arrow points from this icon to the text in the step above.

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Step 4: A ribbon should appear on the right of the screen. Click on the tab labeled "Service Hours".

The screenshot shows a web browser window with the URL <https://boilerlink.purdue.edu/organizations>. The page header includes "PURDUE UNIVERSITY | BoilerLink" and navigation tabs for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area is titled "Organizations" and features a search bar, filters for "Branches" and "Categories", and a "REGISTER AN ORGANIZATION" button. A list of organizations is displayed, including "A Cause for Paws", "AQUAE" The Purdue Student chapter of AWWA/IWEA, "127.0.0.1" Home for Cybersecurity students, and "3 Day Startup". On the right side, a user menu is open for "Eleanor Carre Account", showing options like "My Event History", "My Memberships", "Experiences", "Service Hours", "Co-Curricular Transcript", "Submissions", "Notifications", "Downloads", "Get Ready to Vote", and "Sign Out". The "Service Hours" option is highlighted with a red box, and a red arrow points from the text above to this option.

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Step 5: Click on the button in the top right corner to “Add Service Hours”.

The screenshot shows the 'My Service Hours' page on the Purdue University BoilerLink website. The page displays the following information:

- Navigation menu: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS
- Page title: My Service Hours
- Period: October 04, 2018 - November 04, 2018
- Filters: WEEK, MONTH (selected), 3 MONTHS, CUSTOM
- Summary cards:
 - PENDING HOURS: Zero
 - APPROVED HOURS: 3h 0m
 - DENIED HOURS: Zero
- Tabbed interface: PENDING (selected), APPROVED, DENIED
- Search bar: Search
- Table headers: Select, Organization, Date, Description, Duration, Action
- Table content: There is no data available.

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Step 6: Just input the needed information and click “create”. And you’re done!

The screenshot shows a web browser window with the URL <https://boilerlink.purdue.edu/involvement/servicehours/create>. The page header includes 'PURDUE UNIVERSITY | BoilerLink' and navigation links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A note states 'Fields marked with an asterisk (*) are required.' The main form, titled 'Add Service Hours', is enclosed in a red border and contains the following fields:

- *Organization:** A dropdown menu labeled 'Select Organization'.
- *Description:** A large text area for entering details.
- *Date:** A date input field.
- *Hours:** A text input field.
- *Minutes:** A text input field.
- Verification Contact:** A text input field with the pre-filled email address 'coordinator@servicegroup.org'.

At the bottom of the form are two buttons: 'CREATE' and 'CANCEL'.