

NobleHour Student Guide
CLASS AST Volunteer Hours
Volunteer Guide

CLASS AST Volunteer Hours Due by
11:59 p.m., Wednesday, December 5, 2018


The Weppner Center for LEAD & Service-Learning
Email: leadandserve@fau.edu

Boca Raton: 561-297-3607 • SS 225 **Jupiter:** 561-799-8696 • SR 151
Davie: 954-236-1219 • SD 203

First Time Users ONLY: Registering on NobleHour and Affiliating with Florida Atlantic University

1. Go to <http://www.noblehour.com/>
2. Click on **Create an Account** then the green **Start Your Profile** option.
3. Select **Student** for what best describes you. Click **Next**.
4. Find your school's community by typing **Florida Atlantic University** in the top box and **33431** in the bottom box. Click **Next**.
5. Select the **Florida Atlantic University** listing with the FAU Logo next to the listing.
6. Select when you expect to graduate using the fields provided, and then press **Next**.
7. Complete the required fields (use your FAU email address). Select **Register**.
8. NobleHour will prompt you to "Create a Group." Select **Skip this step** as a more thorough group setup process is available in the next instruction section of this guide.
9. A site introduction will be available for the first time user.

Joining the "2018 CLASS AST Volunteer Hours" Group


1. Log into NobleHour. Click on the **NobleHour logo** in upper left to access "My Network." Click on **Florida Atlantic University** to redirect you to the FAU Community Page (FAU Weppner Center logo will appear).
2. At top of page, select the **Groups**  symbol up at the top center of the page.
3. In the Search box, **type 2018 CLASS AST Volunteer Hours**.
4. A list of groups will appear. Click **Join** next to the 2018 CLASS AST Volunteer Hours group. The Join button should turn blue and will now say "**View**."

NOTE: If you are unable to search for the Group in NobleHour, email Ning (sovatha1@fau.edu) and she should be able to send you the link for the Group.

Entering Your Hours:

1. Log into NobleHour.
2. At the top right of the page, click on the **+** icon.
3. Select **Hours (by clicking on clock icon)**.
4. In the box under 'What is the Opportunity name?', type **Fall 2018 CLASS AST Volunteer Hours**. A drop-down menu will appear. Click **+Add New**. *[If this is not your first time entering hours for this opportunity, just select the opportunity in your dropdown and move on to step 6.]*
5. Add the required information below in the following fields:
 - Organizer Email: **sovatha1@fau.edu**
 - Organization Name: **CLASS**
 - Contact First Name: **Ning**
 - Contact Last Name: **Christopher**
6. Select the date(s) you performed your volunteer hour(s) on the calendar under "When did it take place?"
7. Enter the time(s) for each date(s) selected. (You can log multiple days at a time, but take extra care to make sure they are correct. If one thing is incorrect, the entire submission gets denied.)
8. Click **Next**.
9. Check the box next to **Get your hours verified by the opportunity!**
10. Check the box next to **Contribute your hours to groups in your community**. Then type **2018 CLASS AST Volunteer Hours** into the box for Group Name.
11. Click **Save**.
12. Enter your full name for the E-signature. Then check the box confirming that the information is true and correct.

Resending hours to supervisor for approval

1. Log into NobleHour.
2. Select the **Track**  symbol at the top center of the page.
3. Select the **My Submissions** tab.
4. Click on the "i" icon under "Info" column for the set of hours you'd like to resend the invitation. Select **Send a Reminder**.

You are done! Thank you 😊