Volunteer Hours Due by
11:59 p.m., Wednesday, April 26, 2017

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


First Time Users ONLY: Registering on NobleHour and Affiliating with Florida Atlantic University
1. Go to http://www.noblehour.com/fau
2. Click on Create an Account then the green Start Your Profile option.
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 Weppner Center logo next to the listing.
6. Select when you expect to graduate using the fields provided, and then press Next. PR
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 “Spring 2017 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 Groups.
3. In the Search box, type Spring 2017 CLASS AST Volunteer Hours.
4. A list of groups will appear. Click Join next to the Spring 2017 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. 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 the top right of the page, click on the + icon.
3. Select Hours (by clicking on clock icon).
4. Type in the location of your service in the “Where did you perform the work?” box. 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. Now in the box under “Where did you perform the work?”, type Spring 2017 CLASS AST Volunteer Hours.
6. Add the required information below in the following fields:
   - Organizer Email: sovatha1@fau.edu
   - Organization Name: CLASS
   - Contact’s First Name: Ning
   - Contact’s Last Name: Ovathanasin
7. Select the date(s) you performed your volunteer hour(s) on the calendar under "When did it take place?"
8. Enter the time for each date selected.
9. Click Next.
10. Check the box that says: Yes, verify my hours with the Opportunity organizer.
11. Check the box that says: Yes, send my hours to one or more of my Groups. Select the Spring 2017 CLASS AST Volunteer Hours group. [If the Owl-to-Owl group does not show up in the list, select the Weppner Center group.]
12. Click Submit.
13. Enter your full name for the E-signature. Then check the box and select Confirm E-Signature.

**Contributing Hours to the Spring 2017 CLASS AST Volunteer Hours Group:**
1. Log into NobleHour.
2. Click on the arrow icon in the upper right corner.
3. Select the opportunity you would like to contribute.
4. Click Next.
5. Select Spring 2017 CLASS AST Volunteer Hours from the Group Selection option. Click Contribute. [Do not select anything in the organization box. If you would like to contribute to more than one group, you can do this in the group box.]
6. Enter your full name for the E-signature. Then check the box and select Done.

**Resending hours to supervisor for approval**
1. Log into NobleHour.
2. Select Track at the top 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 😊