Volunteer Hours Verified by Agency Supervisor
Due by 11:59 p.m., Monday, April 25, 2016

The Weppner Center for LEAD & Service-Learning

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First Time Users ONLY: Registering on NobleHour and Affiliating with Florida Atlantic University
1. Go to http://www.noblehour.com/fau
2. Click on green Sign Up in upper left corner and then green Start Your Profile option.
4. Select when you expect to Graduate using the fields provided, and then press Next.
5. Complete the required fields (use your FAU email address). Select Register.
6. 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.
7. A site introduction will be available for first time use.

Joining the Current Semester’s RISE Program Volunteer Group (If you already joined the RISE Program Volunteer Group for this semester, skip this section):
1. Log in to NobleHour. Click on 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 Search box, begin typing the following group name or portion of name or click on title in guide:
   a. Spring 2016 RISE Program- ALL CAMPUSES
4. Find the appropriate group that matches name.
5. Click Join next to group name or green Join button if on group page.

Entering & Submitting Your Hours:
1. Log in to NobleHour. Click on 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 right of page click the + icon.
3. Select I don’t see it under the select the opportunity text box.
4. Select Add a new Opportunity near upper right of the page.
5. Add the required information to the following fields:
   a. Enter the host organization: name of the agency or organization.
   b. Describe the opportunity here….: briefly describe the opportunity (i.e.: tasks, name of event, etc.)
   c. (Optional) Street Address: street address of the agency or organization.
NobleHour RISE Program
Student Guide All Campuses

6. Click the yellow Next button.
7. Follow instructions on Choose Dates page. More dates can be entered at a later time. Select Done.
8. Enter time for each date selected. Click Add Hours.
9. Select Yes, Contribute these hours now.
10. Select your group from the drop down. If you don’t see the group, click on “I don’t see it” on the right of the text box. Search the group’s name. NOTE: Select the current semester for the group.
11. Click on Contribute.
12. Enter your full name for the E-signature, check box and select Done.

Agency Verifying Your Hours

1. After submitting your hours for approval, your agency supervisor will receive an e-mail from Noblehour. They will NOT need to register on NobleHour to verify your hours. NOTE: If the e-mail is not in your supervisor’s inbox, please ask him/her to check their spam or junk box.
2. Ask your supervisor to click on the link in the email and follow the directions outlined on the page.
3. Once your hour(s) have been verified by your supervisor, the Weppner Center will credit your hours for posting to your transcript. The Weppner Center reserves the right to further verify hours with the agency and/or supervisor.

Resending hours to supervisor for approval

1. Log in to NobleHour.
2. Select Track at top of page. Select the My Submissions tab.
3. Click on the “i” icon under “Info” column for the set of hours you’d like to resend the invitation.
4. Select Send a Reminder.