**NobleHour Standardized Patient Program**

**Student Guide for Volunteer Hours**

**Hours due by 11:59 p.m., April 22, 2019**

**The Weppner Center for LEAD & Service-Learning**

Email: [leadandserve@fau.edu](mailto:leadandserve@fau.edu)

Boca Raton: 561-297-3607 • SS 224  
Jupiter: 561-799-8724 • SR 151  
Davie: 954-236-1264 • SD 219

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

2. Click on Create an Account then green Start Your Profile option.
4. Find you school’s community by typing Florida Atlantic University in top box and 33431 in 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 first time use.

**Joining the Standardized Patient Program Group (If you already joined the Standardized Patient Program 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. Click the link below.
   a. Charles E. Schmidt College of Medicine Standardized Patient Program Group
3. Click the green Join next to group name.

**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 Hours by clicking on the clock icon
4. Type in the location of your service in the “Where did you perform the work?” box. A dropdown menu will appear. Click + Add New. [If this is your second time entering hours for this opportunity, just select the opportunity in your dropdown and move-on to step 6.]
5. Add the required information to the following fields:
   a. Organizer Email: e-mail address of individual who will verify hours. Example: “john.smith@example.com” field
   b. Organization Name: name of the agency or organization.
   c. Contact First Name: the first name of individual who will verify hours (i.e., agency supervisor). Example: “John” field
   d. Contact Last Name: the last name of individual who will verify hours (i.e., agency supervisor). Example: “Smith” field

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6. **Click on the calendar icon next to Choose Dates.** Select the dates you served.
7. Enter time for each date selected. Click Next.
8. Check the box that says: **Yes, verify my hours with the Opportunity organizer.**
9. Check the box that says: **Yes, send my hours to one or more of my Groups.** Select the Standardized Patient Group.
10. Click Submit. Enter your full name for the E-signature, check box and select **Confirm E-Signature.**

**Contributing Hours to a Group:**
1. Log in to NobleHour. Click on the arrow icon on the upper right.
2. Select the opportunity you would like to contribute. Click next.
3. Select your group 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] Enter your full name for the E-signature, check box and select **Done.**

**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.**