

## **Volunteer Hours Verified by Agency Supervisor** **Due by 11:59 p.m., Wednesday, Dec. 7, 2016**

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

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**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***

1. Go to <http://www.noblehour.com/>
2. Click on **Create an Account** then 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 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 Current Semester's SAS Notetaking Group (If you already joined an SAS Notetaking 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 **ONE** of the below for respective campus:
  - a. **Boca Fall 2016 SAS Volunteer Notetaking Group**
  - b. **Broward Fall 2016 SAS Volunteer Notetaking Group**
  - c. **Jupiter Fall 2016 SAS Volunteer Notetaking Group**
4. **Find** the appropriate group for the current semester.
5. Click **Join** next to group name.

### ***Entering 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
- 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 SAS group for your campus.**
  - 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.**

#### **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.**