Volunteer Hours Verified by Agency Supervisor
Due by 11:59 p.m., Friday, July 27

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

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

Question: I know I submitted my hours, but I never got an approval?

Answer: It could be that the hours were not properly "contributed" to your campuses 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.**

** You can also edit a submission by selecting the submission you would like to revise, and then clicking "edit". There you will also be able to insert the "group" that you would like to contribute your hours to.

Question: What's a Group?

Answer: Joining the Current Semester's Weppner Center Volunteer Group (If you already joined the Weppner Center 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. Click the link below or type in the address of the group based on your primary campus:
   a. **Broward Summer 2018 Weppner Center Volunteer Group**
      [https://www.noblehour.com/fau/groups/71e3d332-3544-49a3-5445-a6a4019444bb]
   b. **Boca Summer 2018 Weppner Center Volunteer Group**
      [https://www.noblehour.com/fau/groups/a15886d7-7c89-4c7d-741f-ebf944a9d33c]
   c. **Jupiter Summer 2018 Weppner Center Volunteer Group**
      [https://www.noblehour.com/fau/groups/325d0b33-4613-498b-66a8-94ebb0491423]

4. Click the green **Join** button under group name.

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.

Question: I know I sent my hours to my supervisor for approval, but they haven't been reviewed?

Answer: 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**.