

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

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

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

Boca Raton: 561-297-3607 • UN 206 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/fau>
2. Click on **green Sign Up in upper left corner** and then green **Start Your Profile** option.
3. Select **Student** for what best describes you. Click **Next**.
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 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 Spring 2016 SAS Volunteer Notetaking Group**
  - b. **Broward Spring 2016 SAS Volunteer Notetaking Group**
  - c. **Jupiter Spring 2016 SAS Volunteer Notetaking Group**
4. **Find** the appropriate group for the current semester.
5. Click **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 **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.

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- 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.
  - d. **(Optional) City:** city where agency or organization is located.
  - e. **(Optional) State:** state where agency or organization is located.
  - f. **(Optional) Zipcode:** zip code where agency or organization is located.
  - g. **"John" field:** the first name of individual who will verify hours (i.e., agency volunteer supervisor).
  - h. **"Smith" field:** the last name of individual who will verify hours (i.e., agency volunteer supervisor).
  - i. **Start Date:** start date of the volunteer opportunity.
  - j. **End Date:** estimated end date of the volunteer opportunity.
  - k. **"123-456-7890" field:** phone number of individual who will verify hours.
  - l. **"john.smith@example.com" field:** e-mail address of individual who will verify hours.
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**.

### ***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**.