

Hours due by 11:59 p.m., April 23, 2018

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**

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 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

Student Guide for Volunteer Hours

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.**