How to Log Your Hours for the Green Volunteer List

Thank you for volunteering with our office or in our community! This guide will help you understand how to log your hours via MU Engage. After reading this guide, if you have questions related to the Green Volunteer List, please contact MU Sustainability at musustainability@missouri.edu or 573-882-8207. If you have MU Engage related issues or questions, please contact the MU System Division of Information Technology at 573-882-5000.

**Step 1:**
Logon to MU Engage via [https://missouri.campuslabs.com/engage/](https://missouri.campuslabs.com/engage/). Your pawprint and password that you use for MyZou is the same as what you will use for MU Engage.

**Step 2:**
Search for MU Sustainability if you are not currently a member of MU Sustainability on Engage.
Step 3:
If you’re not a member already, look for the “Join” button in the right hand corner of the MU Sustainability Engage Page.

Step 4:
Once your membership has been approved, you’ll be able to log your service hours. You’ll now click on the letter that appears in a black circle on the right hand side of your page. The person who logged in for this guide has a first name that begins with “A” so their letter in the black circle is “A”. This will vary for different names.
Step 5:
Now click on Service Hours in the new menu that has appeared on the right hand side of your screen.
Step 6:
Your service hours will now appear on the screen. Click Add Service Hours to begin logging everything.
Step 7:
Select MU Sustainability from the Organization tab. **Note:** MU Sustainability will only appear as an option if you have joined the organization (“How to Join” an organization is listed in Step 3).

Step 8:
In the description box, type out the activity you volunteered for with a short description of location, approximate time and activity. Examples include:
Step 9:
Choose the date that your community service event took place. Once you click inside the “Date” box a drop down calendar will appear for you to make your choice. Navigate to a different month with the arrows on either side of the month listed.
Step 10:
Now type in how long it took you to complete your community service event. If it was less than 1 hour, type a 0 in the hours box. If it was an hour exactly, type 0 in the minutes box. Otherwise type the necessary amounts in each designated box.

<table>
<thead>
<tr>
<th>*Date</th>
<th>08/15/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Hours</td>
<td>1</td>
</tr>
<tr>
<td>*Minutes</td>
<td>15</td>
</tr>
</tbody>
</table>

Step 11:
Add our email address to the verification contact so that we can add or deny your hours. Our email address is musustainability@missouri.edu
**Step 12:**
Take a second to look everything over and if it looks like it’s good to go, go ahead and click “Create”.

**Add Service Hours**

- **Organization**
  MU Sustainability Office

- **Description**
  I voted in the local election around 9 a.m. Monday. My voting poll was located at the Sunrise Optimist Club.

- **Date**
  08/15/2019

- **Hours**
  1

- **Minutes**
  15

**Verification Contact**
musustainability@missouri.edu

**Step 13:**
Your service hours have now been submitted! Our office will approve them after looking everything over and verifying the event. If you are ever curious about how many hours you have accumulated toward the Green Volunteer List simply click on the Service Hours tab shown in Step 5 and it will bring you right back to the photo below.
A service hours request was sent for approval.

My Service Hours

August 15, 2019 - August 22, 2019

<table>
<thead>
<tr>
<th>PENDING HOURS</th>
<th>APPROVED HOURS</th>
<th>DENIED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1h 15m</td>
<td>Zero</td>
<td>Zero</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Organization</th>
<th>Date</th>
<th>Description</th>
<th>Duration</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MU Sustainability Office</td>
<td>8/15/2019</td>
<td>I voted in the local election around 9 a.m. Monday, August 19, 2019</td>
<td>1:15</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 - 1 of 1