



## Get Connected Basics volunteer.usm.edu

Sign in with name@usm.edu

- You should have received an email with temporary password, if not just reset
- It's easy to navigate volunteer.usm.edu, just use your profile icon >  or, on web > 

For Individuals:

1. Sign up for opportunities online, check in using "Volunteer Get Connected" app, earn hours!  
-Or- Report them after the activity is over:
2. **Profile Icon>Track Hours**
  - a) Type in information about service activity
  - b) Select affiliated organization(s) under **User Group \*\***
3. When asked "Are these hours in reference to an opportunity you responded to on this site?"  
-**Yes**, if the volunteer opportunity is something you signed up for on Get Connected  
-**No**, if you found the opportunity on your own
4. **Describe** service activity in order to get service hours approved
  - a) CCE will not approve mass hour reporting – submit separate reports for different activities

For Group Service Projects:

- Contact CCE if you'll be doing a group service project with at least two business days notice and we'll get the opportunity posted for you. Or ask your nonprofit partner to do so. Or find a service project already posted!
- Get participants to sign up for the opportunity in advance to use the Volunteer Get Connected app to check-in and earn hours. Sign up on behalf of your team if wanted!
- If you don't need to track sign-ups for a specific date/time, some ongoing opportunities are already posted. Sign up and you can check in when you are participating at your own event.

For Student Org Service Coordinators & any Fraternity and Sorority Life service chairs:

1. If you choose to report hours on behalf of each of your members after service has occurred (much harder than making them do it themselves):
  - a) Go to your **Profile Icon > "My Teams"**
  - b) At bottom of screen - "**Manage Team**" for the volunteer opportunity of your choosing
    - o FSL Service Chairs reporting semester hours will report using "For FSL Service Chairs Only"
  - c) All of the members who participated in that service opportunity should be listed\*\*. Click the hourglass next to a volunteer to enter their hours. Use the "**Description**" text box to list the specific dates and descriptions for how hours were earned.
2. If you want to view your organization's service record: Under **Profile Icon > "My User Groups"** > "**View Resume**"

\*\* Student organization or member? Something or someone missing?

- a) Request a User Group be created for your organization.  
[https://forms.usm.edu/service\\_learning/machform/view.php?id=50679](https://forms.usm.edu/service_learning/machform/view.php?id=50679)
- b) Update your roster by emailing [cce@usm.edu](mailto:cce@usm.edu) or **Presidents** and **Service Chairs** administrative access – go to profile icon > "**My User Groups**" > **Pencil Icon** to add or delete members OR there's a link you can send to members to join.