

Directions for Students to complete Community Service Workflow in Aspen

1. Login into Aspen
2. Find the **+Initiate** button located in the middle of the page at the far right of the task box

Tasks

Open Tasks ▾

+ Initiate...

Received	Workflow	Task	Subject
No Tasks			

3. When you click that button a popup will show. The only choice is “Community Service Workflow” and the date you are submitting will automatically populate.

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow: Community Service Subr

Date: 11/2/2022

This will automatically populate with the date you are submitting.

Previous Next Finish Cancel

4. Click Next and another box will popup to be completed. Fill in all information that is marked with an *.

Initiate Workflow: Details Step 2 of 3

Community Service Submission

Date * 11/2/2022

Event *

Hours * 0

Adult Supervisor Complete all fields with an *

Name *

Phone number *

Email

Enter comment, description or note *

Previous Next Finish Cancel

5. Here is a sample that is complete. The Adult Responsible email is not required, but good information if you have it.

The screenshot shows a web browser window with the URL <https://ri-cranston.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true>. The page title is "Initiate Workflow: Details" and it is "Step 2 of 3". The form is titled "Community Service Submission". It contains the following fields:

- Date: 10/31/2022
- Event: Halloween Party
- Hours: 3
- Adult Supervisor:
 - Name: Jack Frost
 - Phone number: 401-123-1234
 - Email: jfrost@frosty.edu (with a red note: "Only complete if known, not required")
- Enter comment, description or note: I volunteered to serve punch at a Halloween Party hosted by my community for local children ages 5-12

At the bottom, there are navigation buttons: "Previous", "Next", "Finish", and "Cancel".

6. Once complete, click Next.

The screenshot shows a web browser window with the URL <https://ri-cranston.myfollett.com/asp/en/initiateWorkflow2.do?validWizard=true>. The page title is "Initiate Workflow: Confirmation" and it is "Step 3 of 3". The form displays the following information:

Workflow	Community Service Submission
Date	12/9/2022

At the bottom, there are navigation buttons: "Previous", "Next", "Finish", and "Cancel". The "Finish" button is highlighted with a red rectangle.

7. Last step, Click Finish.

You will receive a confirmation email that you successfully submitted. Once the request is approved, you will receive a confirmation email that this request was approved. Please save this email in the event you need to provide proof of Community Service Hours completed.