# Community Service Aspen Directions

Starting on August 23, 2018, all community service hours will be maintained in [Aspen](#) (as opposed to the 2volunteer website).   Students will enter their new community service hours and view prior hours in the Aspen portal.

**Logging Community Service Hours:**
To log community service hours, students should log into their Aspen account and on the main page, click the *Initiate* button:
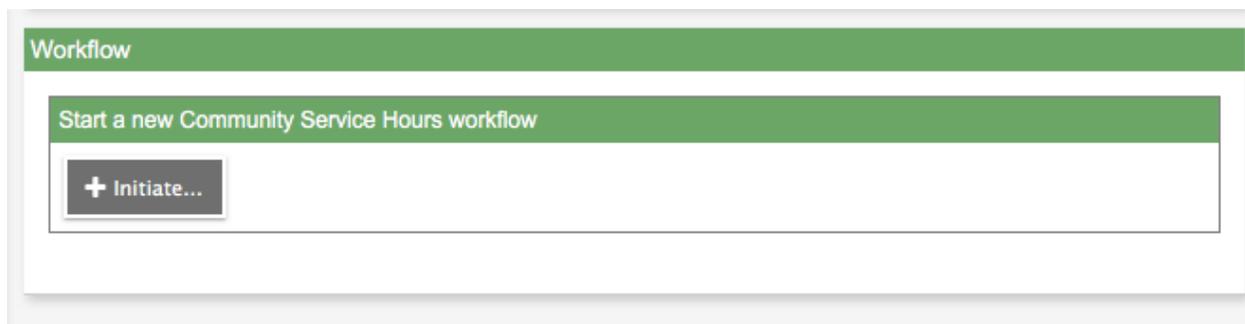
Once the initiate button is clicked, a workflow will begin.
(If you don't see the WorkFlow, your browser is likely set to '**Block Popups**'. Look in your browser bar for a warning message to allow popups, or [click here to unblock pop-ups.](#))

You will select the "Community Service Hours" workflow (from the dropdown menu) and you will enter today's date. Both of these settings are the default when the window opens so you can just hit *Next*.
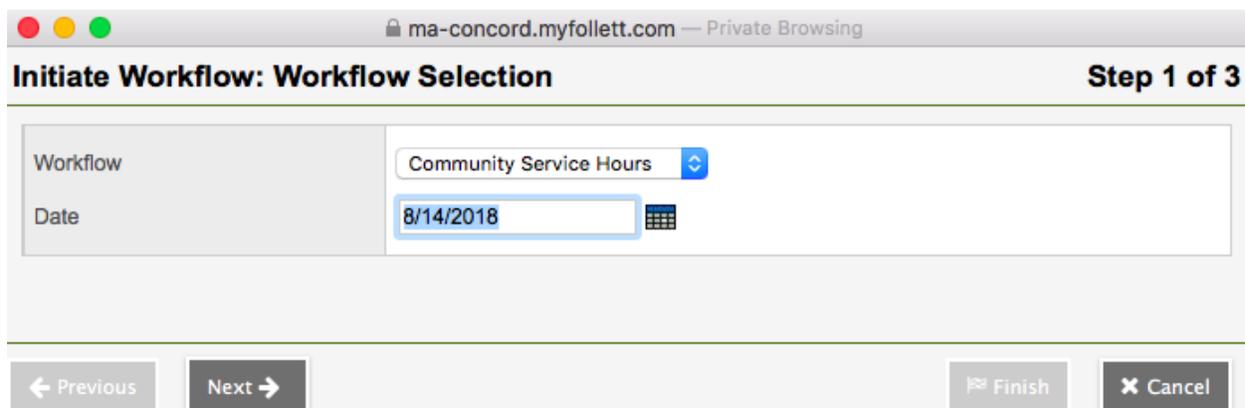
On the following page, you will enter the appropriate information and then hit *Next*.

Initiate Workflow: Details   **Step 2 of 3**

Community Service Log

Date Completed *	8/1/2018 ⊞
Organization Name *	Test
Organization Location *	Test
Hours *	10
What did you do? *	Enter the service project you completed here.

Adult Supervisor

Name *	John Jones
Email/Phone *	jjones@email.com

← Previous   Next →   ⚑ Finish   ✖ Cancel

Once you have entered all of the information, you hit *Finish* to submit your entry.

Initiate Workflow: Confirmation   **Step 3 of 3**

Workflow	Community Service Hours
Date	8/14/2018

← Previous   Next →   ⚑ Finish   ✖ Cancel

Once the entry is submitted the student will receive an email. The submission will then reviewed by at a CCHS staff member. Students and parents will receive an email if the submission is approved or denied.

Viewing Prior Community Service Hours:
Students and families can view previously approved community service hours in Aspen under the top tab *My Info* and the side tab *My Details*. From there, click on the CCHS Community Service Hours tab.