PASSPORT FOR GOOD®

Student User Guide

Introduction

Your district has signed on with a new technology called Passport for Good. This platform provides access to a web and mobile application organizing and authenticating participation in community service, career development and general participation in extracurricular activities.

There are several types of events you can create or access in the app. This guide will walk you through each of them!

1st Time Logging In

Go to www.p4g.app and Input your **School Email Address.**

Enter the required information including the **Invitation Code** for your school. If you don't know your school's invitation code, please ask a teacher or administrator.

Agree to the Terms. Click **Register**.

Joining Groups

In order for you to submit hours, you must be a member of an active group. Based on your first question regarding the year you'll graduate, you will automatically be a member of your graduation class group. This is the group which will accept all hours performed, regardless of other group requirements. You should also join the other groups/classes you participate in (i.e. National Honor Society, Chess, etc.). Look under the section titled "Your Active Groups", click on **Join More Groups.**

Don't see your group? Let your advisor know your district is using Passport for Good!

To join a group or view the groups you are a member of, select **My Groups**.

Event Types
Advisor Created Events

These are events administrators within your institution created. There are different levels of events in this category. You may find your calendar does not match a friend's. The reason is because you both may be members of different groups!
- **Institution Event** - Every student who uses Passport For Good as a member of your institution can see this event.
- **Group Event** - All members within a group can see this event.
- **Section Event** - All members in your section (i.e. A school year (2019-2020) or season (Fall/Spring)) can see this event.

Submitting Hours to an Advisor Created Event in the PAST
- Under **Your Hours** Click on **Add Hours.** Locate the Administrator Created event on the calendar.
- Select the event.

Student User Guide

- Select **Add Hours**
- Enter the hours and minutes you performed your duties at the event.
- Rate how the event was run.
- Reflect on the experience.
- Once Complete, select **Save**.

Submitting Hours to an Advisor Created Event in the FUTURE
- *Since this event is in the future, you will NOT be able to submit hours to this event since it hasn't taken place yet.*
    - **NOTE:** Some events in the future may have a member Sign-Up available. If so, it will only allow you to sign-up and not submit hours. *You will still need to go back into the event after the event date to* **Add Hours** *accordingly.*

PERSONAL Events - These are events you as a student create yourself, whether for adding past experiences OR creating events you know you will be logging hours against in the future.
    - **NOTE:** Some groups within your institution may not accept this type of event. Check with your advisors to ensure their group accepts personal events *before* attempting to submit those hours.

Creating & Submitting Hours to a Personal Event
1. Under **Your Hours** Click on **Add Hours.**
2. From the Calendar Click **Options** then the dropdown **+ Add Hours**.
3. Choose the group(s) you would like to submit your hours. **NOTE:** If you do not submit to any groups, your administrators will not receive your hours.
4. Complete the create event form.
    a. **Event Information-** Include the specifics on the title of the event, a description of what you did, start time, purpose of event (from the list of our key causes - if you don't see one that fits the event, select **Other**), location and rating.
    b. **Hour Type** - Enter the amount of hours you were there. Did you do Community Service? Was this a Career Development opportunity? Did you just simply attend and enjoy the event?
    c. **Supervisor Information** - If you don't know who to add as your supervisor, add your club/group advisor OR leave this field blank. When you submit the hours to a group, your group advisor or any authorized supervisor will be able to stamp your hours. **Please note: If you do not fill out a supervisor email, your hours will not be able to be approved.**
    d. **Reflection-** Here you can include your reflection on how the event went, if you enjoyed what you did and if you'd recommend this event in the future. Additionally, you can attach a file a supervisor and/or club advisor may want to see!
5. Select **Save**.

Student User Guide

Reviewing/Editing an Entry

You can review the status of your submitted entries and edit them 24/7. To do this:

1. Login to your Passport For Good account.
2. Select **My Passport**.
3. Select **View All** in the **My Entries** table.
4. Here you will see the status of every entry you have made in the P4G system.
   a. Click on small pencil to the right of your entry to edit.
   b. You can update the rating and the reflection of the event at any time.
   c. If you update the groups submitted to, the number of hours attended, or the supervisor's email address, it will place your entry into a pending status and re-send the submission to the supervisor.

Exporting Reflections [Web Only]

Reflections appear in your journal after the entry has been stamped by a supervisor or a group administrator.

If you would like to export your reflections, whether it's for referencing in an essay or printing for discussion with your advisor: From the home screen...

1. Select **View My Passport.**
2. Select **View All** in the **My Journal** table.
3. Here you will see a list of all reflections for experiences which have been approved.
4. Select **Export** in the top of the table header.
5. The CSV file of your journal will be sent to the email address associated with your P4G account.