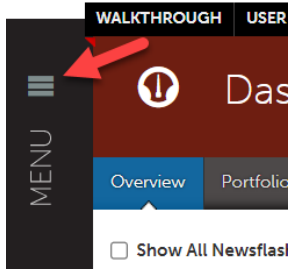
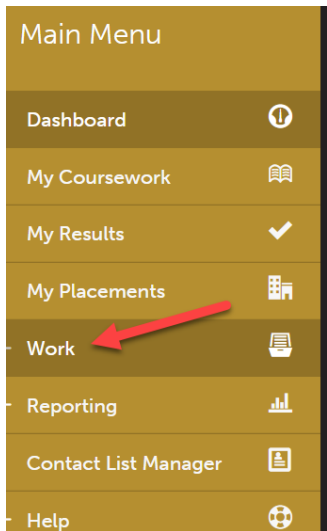


How to Create Your Community Service Hours Journal

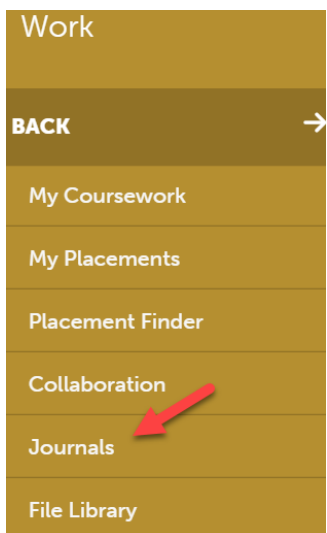
1. Click on **“Menu”**.



2. Click **“Work”**.

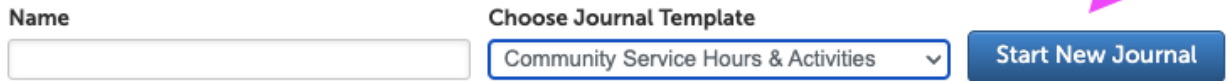


3. Click **“Journal”**.



4. Within the Name field, type “Community Service Journal”. Make sure that the “Community Service Hours & Activities” journal template is selected.

Start a New Journal

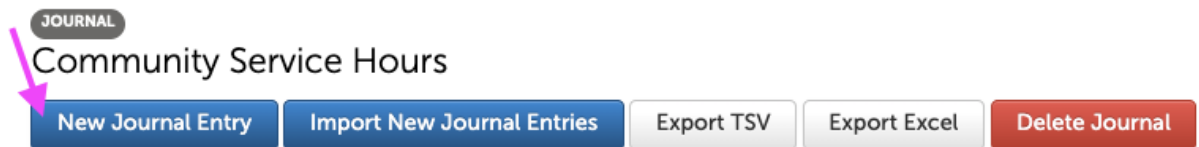


Name

Choose Journal Template
Community Service Hours & Activities ▼

Start New Journal

5. Click “New Journal Entry”.



JOURNAL

Community Service Hours

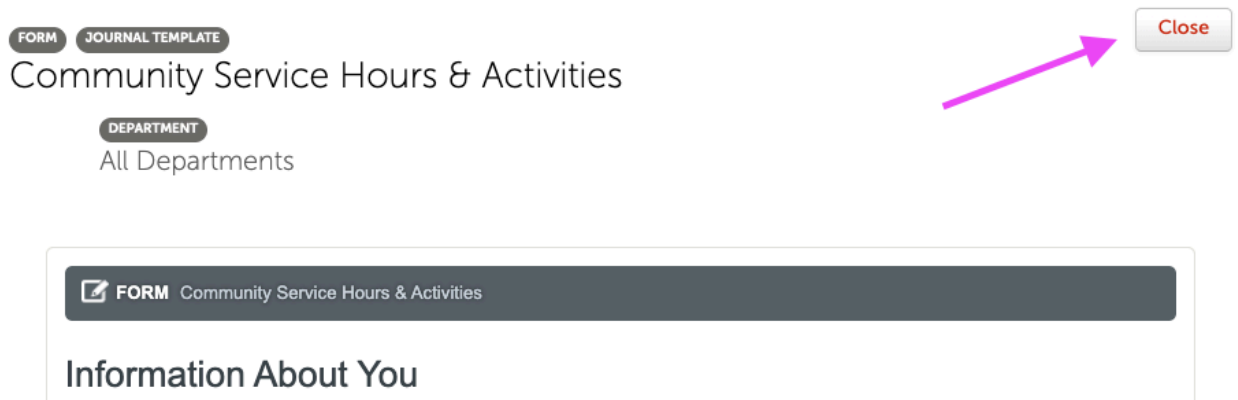
New Journal Entry Import New Journal Entries Export TSV Export Excel Delete Journal

6. Answer all of the questions.
7. When you have completed all of the questions, you will need to click the “Save & Continue” button located at the bottom of the window.



Save & Continue

8. Click “Close”.



FORM JOURNAL TEMPLATE

Community Service Hours & Activities

DEPARTMENT
All Departments

Close

FORM Community Service Hours & Activities

Information About You

9. Your journal entry has been recorded and the Office of Partnership and Placement now has access to your Community Service journal entry.