HOW TO RECORD SERVICE HOURS ON CAMPUS LINK
BROUGH TO YOU BY THE SLVC
STEP 1. VISIT HTTP://CAMPUSLINK.OKSTATE.EDU
STEP 2. CLICK “SIGN IN NOW” IN THE MIDDLE OF THE PAGE
STEP 3. LOGIN WITH YOUR O-KEY CREDENTIALS

O-Key Sign In Service

Login Address
pistol.pete@okstate.edu

Password
 *********

Login

Forgot password?
Need Help?

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!
STEP 4. ONCE LOGGED IN, CLICK ON YOUR NAME IN THE UPPER RIGHT CORNER
STEP 5. CLICK ON “INVOLVEMENT” IN THE DROP-DOWN MENU
STEP 6. CLICK ON THE SERVICE HOURS TAB
STEP 7. CLICK ON “ADD SERVICE HOURS”
STEP 8. ENTER THE REQUESTED SERVICE INFORMATION

Add Service Hours

* Organization
  Service-Learning Volunteer Center (SLVC)

* Description
  Walked dogs and cleaned out cages for the Stillwater Humane Society.

* Date
  7/01/18

* Hours
  4

* Minutes
  15

Verification Contact
  coordinator@servicegroup.org

CREATE  CANCEL

REMEMBER TO BE AS SPECIFIC AS POSSIBLE!!!
STEP 8. ENTER THE REQUESTED SERVICE INFORMATION

• **Here are some quick tips for filling out your submission form**
  • You must be a part of at least one organization on CampusLink to submit hours (join the Service-Learning Volunteer Center to record hours not completed with a campus organization)
  • Select the correct organization from the dropdown menu. If you are a part of a greek organization, please use that as your organization so that your chapter will get credit for those hours.
  • If you completed your hours over a period of several days (i.e. a week long camp), you can simply include all of your hours in one submission rather than creating a separate submission for each individual day.
  • **Most importantly**, submissions **MUST** include a verification contact. Submissions that do not include a verification contact will be denied.
THE HOURS WILL THEN BE ADDED TO YOUR PENDING SERVICE HOURS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Date</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service-Learning Volunteer Center</td>
<td>7/1/2016</td>
<td>Walked dogs and cleaned out cages for the Stillwa…</td>
<td>4:15</td>
</tr>
</tbody>
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JUST WAIT FOR THE HOURS TO BE APPROVED!
DENIED SERVICE HOURS

• **Common reasons for service hours being denied are:**
  - No verification contact listed
  - Lack of a specific description of service performed
  - Certain activities count as leadership experience rather than service
  - Time that is devoted to religious education cannot be counted as service hours
DENIED SERVICE HOURS

• To check on your denied hours, click on the “Denied” tab
• A list of submissions that have been denied will appear
• To see the reason that your submission was denied, click the pencil and paper icon on the far right

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DENIED SERVICE HOURS

- Once you have clicked the icon, a window will pop-up.
- At the bottom, there will be a message that states the reason your submission was denied.
- You can then make the appropriate changes to the form (i.e. add a verification contact), and click “Update”.
DENIED SERVICE HOURS

- Once you have made the appropriate changes and clicked “Update”, you will be taken back to the “Denied” tab.
- To resubmit your hours, click on the circular arrow icon.
DENIED SERVICE HOURS

• One last window will pop-up showing the changes that you made
• If all of the information is correct, hit “Resubmit”
• Your service hours will then be resubmitted for review and approval (assuming the information is correct and the hours can be counted as service)
QUESTIONS?
COMMENTS?
CONCERNS?

FEEL FREE TO CONTACT US!
SERVICE-LEARNING VOLUNTEER CENTER
211G STUDENT UNION
405-744-5145
volunteer.center@okstate.edu