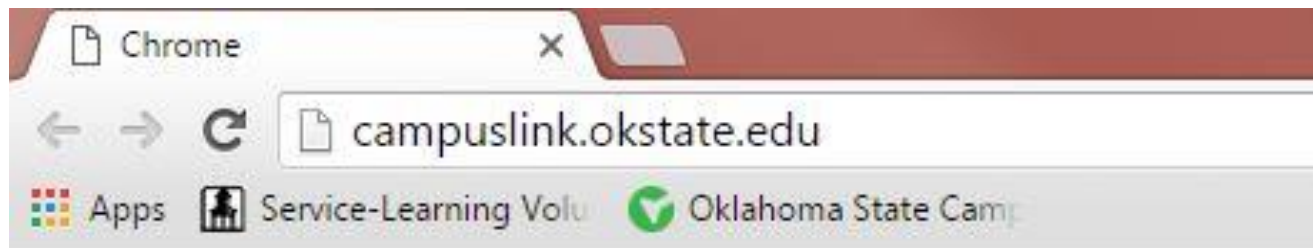


HOW TO RECORD SERVICE HOURS ON CAMPUS LINK

BROUGHT TO YOU BY THE SLVC

STEP 1. VISIT [HTTP://CAMPUSLINK.OKSTATE.EDU](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

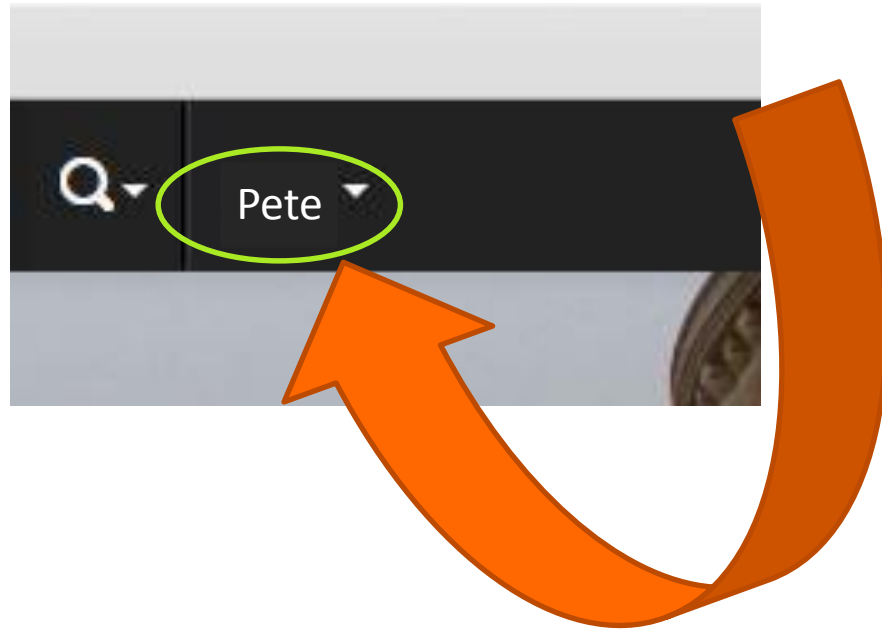
Password

Login

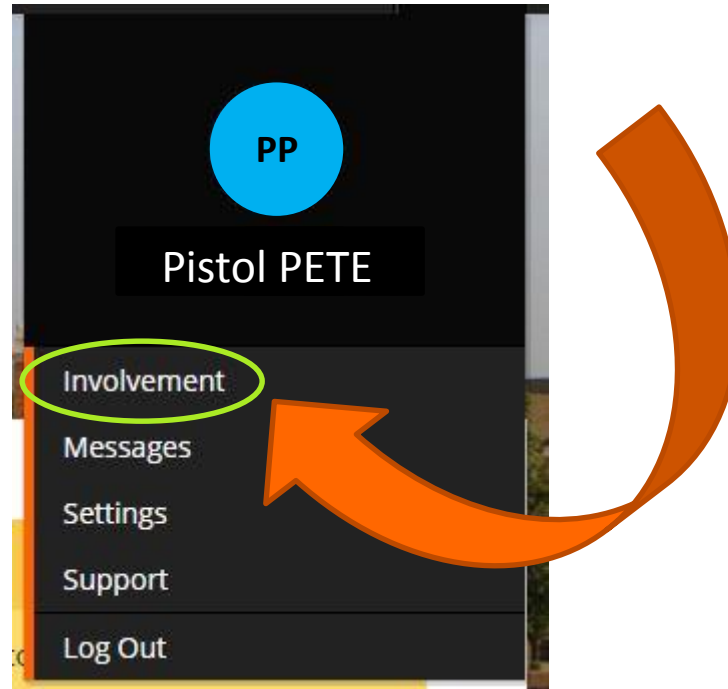
[Forgot password?](#)
[Need Help?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

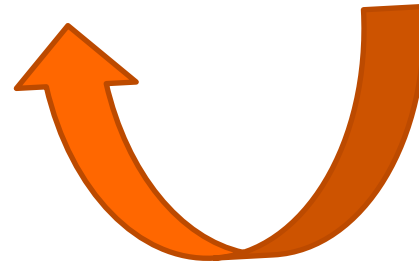
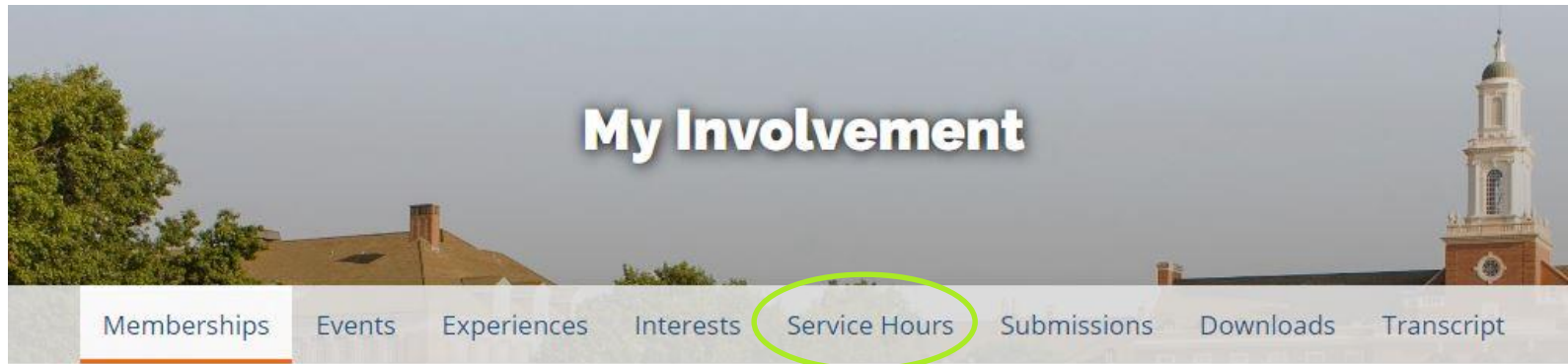
STEP 4. ONCE LOGGED IN, CLICK ON YOUR NAME IN THE UPPER RIGHT CORNER



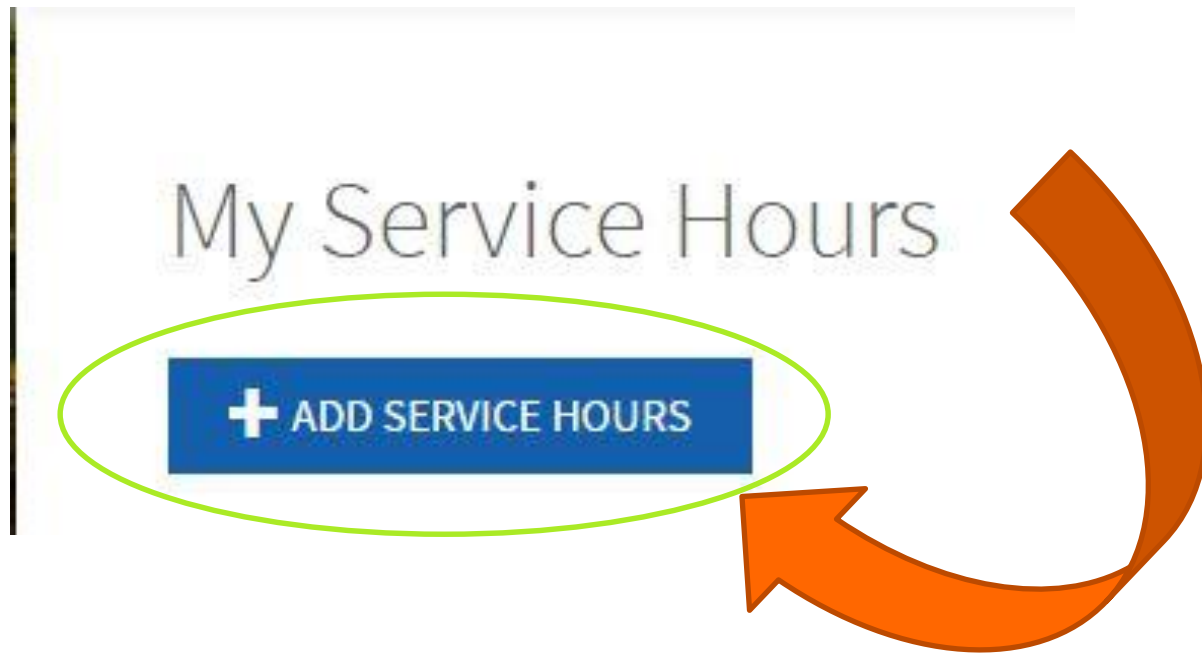
STEP 5. CLICK ON “INVOLVEMENT” IN THE DROP-DOWN MENU



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** *** Hours** *** Minutes**

7/01/16 4 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

Pending Approved Denied

DELETE SELECTED

Search

Organization	Date	Description	Duration	
<input type="checkbox"/> Service-Learning Volunteer Center	7/1/2016	Walked dogs and cleaned out cages for the Stillwa...	4:15	<input type="checkbox"/>

Showing 1 - 1 of 1

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

DELETED SELECTED

Search

Organization	Date	Description	Duration	
<input type="checkbox"/> Service-Learning Volunteer Center	7/1/2016	Walked dogs and cleaned out cages for the Stillwa...	4:15	<input type="checkbox"/>

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”

Edit

* Organization
Service-Learning Volunteer Center

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

* Date 7/1/2016 * Hours 4 * Minutes 15

Verification Contact
coordinator@servicegroup.org

Denied
Reviewed By: Caraline DUPREY at 7/11/2016 10:22 AM
Comment: Submission used for developing educational materials

UPDATE CANCEL



DENIED SERVICE HOURS

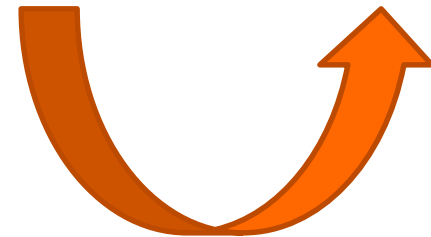
- Once you have made the appropriate changes and clicked “Update”, you will be taken back to the “Denied” tab
- To resubmit your hours, click on the circular arrow icon

Pending Approved **Denied**

DELETE SELECTED

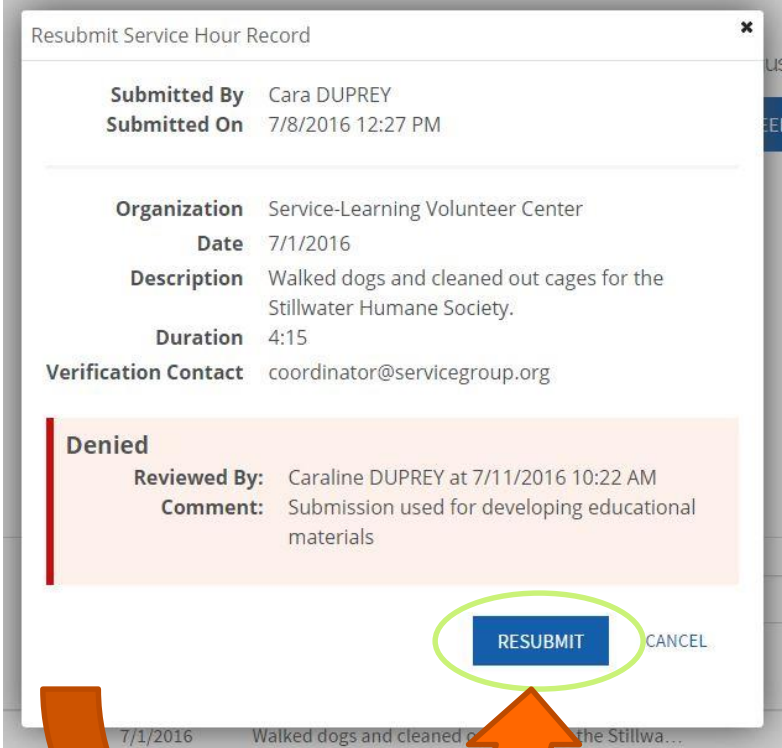
Search

Organization	Date	Description	Duration	
<input type="checkbox"/> Service-Learning Volunteer Center	7/1/2016	Walked dogs and cleaned out cages for the Stillwa...	4:15	<input checked="" type="checkbox"/>  



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)



Resubmit Service Hour Record

Submitted By: Cara DUPREY
Submitted On: 7/8/2016 12:27 PM

Organization: Service-Learning Volunteer Center
Date: 7/1/2016
Description: Walked dogs and cleaned out cages for the Stillwater Humane Society.
Duration: 4:15
Verification Contact: coordinator@servicegroup.org

Denied

Reviewed By: Caraline DUPREY at 7/11/2016 10:22 AM
Comment: Submission used for developing educational materials

RESUBMIT CANCEL

7/1/2016 Walked dogs and cleaned out cages for the Stillwa...

QUESTIONS?

COMMENTS?

CONCERNS?

FEEL FREE TO CONTACT US!

SERVICE-LEARNING VOLUNTEER CENTER

211G STUDENT UNION

405-744-5145

volunteer.center@okstate.edu