



Center for Service & Learning

become that someone

Logging your service hours

Login to OrgSync

Click on your name on the right hand side

Scroll down to involvement and click

Click on green button Add Involvement Entry

Click on **Service Participation**

- 1) Choose a Community Partner from the dropdown list; if the community partner you worked with is not listed, choose "other". [If these are hours for a CE designated course, please scroll down to the name of the course and choose the course as your Community Partner].
- 2) Choose activity. What did you do and with whom?
- 3) Start date, end date, total hours, and role, fill in all this information.
- 4) Reference name and email-these are required: Who did you work for? Please let this person know that they will be getting an email and they should click the approval button.
- 5) Upload file; there is no need to do this unless your course is specifically asking you to do it.
- 6) Learning Outcomes-Choose 3
- 7) Reflection: Make sure to leave notes here. What did you experience? What did you learn about yourself? Those who you helped?

Click Submit

Please enter your hours anytime you do service.

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Your service hours will appear on your L.I.S.T.

<https://www.francis.edu/list/>