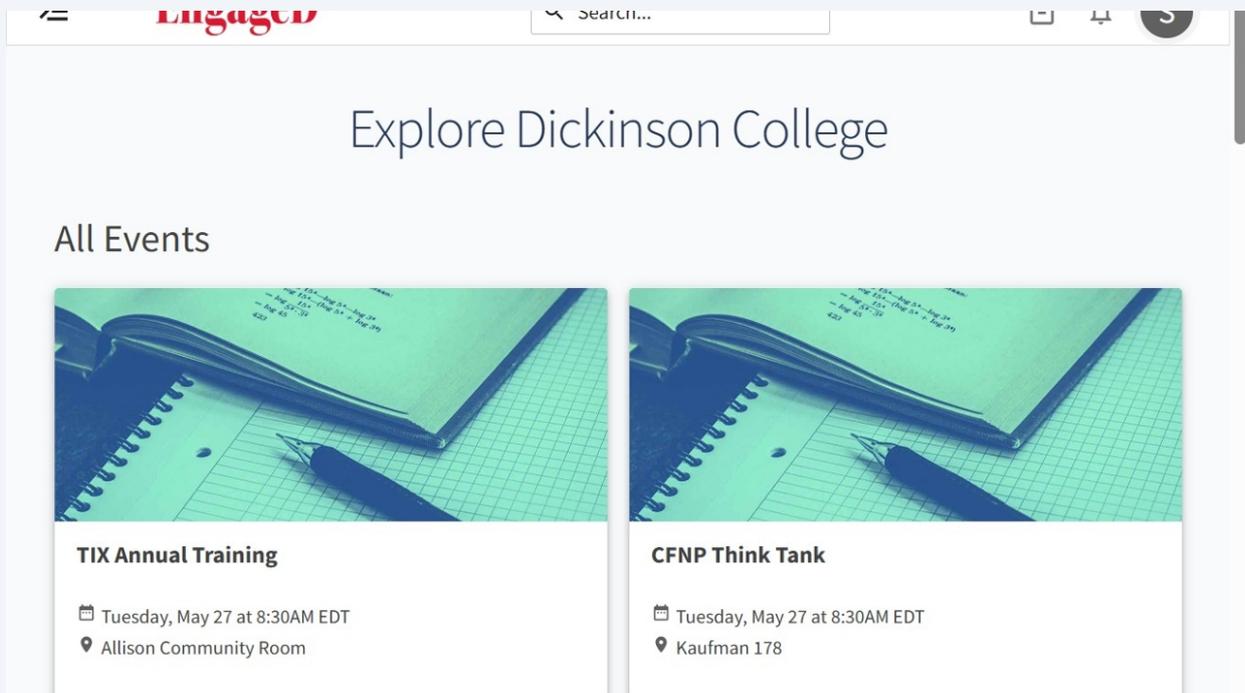


How to Log Service Hours in EngageD

1 Navigate to <https://dickinson.campuslabs.com/engage/>



2 Click on your profile in the top right corner.

The screenshot shows the Engaged Dickinson College website. At the top, there is a navigation bar with the Engaged logo, a search bar, and a user profile icon labeled 'S'. Below the navigation bar, the main heading reads "Explore Dickinson College". Underneath, the "All Events" section is displayed, featuring two event cards. Each card has a teal background image of a notebook and a pen. The first card is for "TIX Annual Training" on Tuesday, May 27 at 8:30AM EDT in the Allison Community Room. The second card is for "CFNP Think Tank" on the same date and time in Kaufman 178.

3 Click "Service Hours."

This screenshot shows the same website as above, but with a user profile dropdown menu open. The menu is positioned over the right side of the page and lists several options: Paths, Event History, My Organizations, Experiences, Service Hours (which is highlighted with an orange circle), Co-Curricular Record, My Submissions, My Downloads, and Send Feedback. The user's name, Sophie Bisbal, is visible at the top of the menu. Below the menu, the event cards from the previous screenshot are partially visible, showing the "TIX Annual Training" and "CFNP Think Tank" details.

4 Click "Add Service Hours"

EngageD

Search...

My Service Hours

May 14, 2025 - May 21, 2025

WEEK MONTH 3 MONTHS CUSTOM

Zero PENDING HOURS

Zero APPROVED HOURS

Zero DENIED HOURS

PENDING APPROVED DENIED

Search

5 Select the organization for which you would like the service hours to count toward.

EngageD

Search...

Add Service Hours

Fields marked with an asterisk (*) are required.

*Organization

Panhellenic Council (Panhel)

*Description

*Date

6 Click the "Description" field to describe what you did.

Add Service Hours

Fields marked with an asterisk (*) are required.

*Organization

Panhellenic Council (Panhel) ▼

*Description



*Date



Service hours should be something for which you were *not* paid.

7

Click the "Date" field to enter which date you did the service hours.

Add Service Hours

Fields marked with an asterisk (*) are required.

*Organization

Panhellenic Council (Panhel)

*Description

I helped clean up the streets of Carlisle on Saturday morning.

*Date

8

Enter the number of hours and minutes.

I helped clean up the streets of Carlisle on Saturday morning.

*Date

05/21/2025

*Hours

*Minutes

Verification Contact

coordinator@servicegroup.org

9

Enter the "Verification Contact" with whom your approver can verify your hours.

*Date

05/21/2025

*Hours

3

*Minutes

30

Verification Contact

coordinator@servicegroup.org

CREATE

CANCEL

10

Click "Create" to submit your hours for approval from your organization's executive board.

*Date

05/21/2025

*Hours

3

*Minutes

30

Verification Contact

cleanstreets@carlisle.com

CREATE

CANCEL

11

Here you can see pending, approved, and denied hours.

CUSTOM

3h 30m
PENDING HOURS

Zero
APPROVED HOURS

Zero
DENIED HOURS

PENDING APPROVED DENIED

DELETE SELECTED

Search

Select	Organization	Date	Description	Duration	Action
<input type="checkbox"/>	Panhellenic Council	5/21/2025	I helped clean up the streets of Carlisle on Satu...	3:30	

Showing 1 - 1 of 1