UCLA Alumni Scholars Club
How to: Logging Service Hours

Welcome back scholars! Starting in the 2017-2018 year, the Alumni Scholars Club is implementing a new method of logging service hours. Please consult the guide below if you have any questions.

Step 1: Login to your ASC account and navigate to the “Manage Service Hours & Renewal Events”

Step 2: Understanding the Service Hour Management Display

Step 3: Submitting Service Hours
- Click the “Submit Hours” button on the bottom right.
- Fill out all information correctly & accurately

Service supervisor contact information will be used to verify your service.
Step 4: Correct Any Errors

- If you miss any fields and/or information is incorrectly entered, you will receive an alert similar to above. Please correct your entry and try submitting again.

Step 5: Successful Submission

- If everything was submitted correctly, you will receive a success notification similar to below. Please wait for the submission to be verified and approved by the ASC directors before progress is reflected on the above display.

Step 5: Viewing Service Hour Submissions

<table>
<thead>
<tr>
<th>Name of Service</th>
<th>Date</th>
<th>Hours</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA Food Bank</td>
<td>04-26-16</td>
<td>3</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Hospital Volunteering</td>
<td>09-13-16</td>
<td>50</td>
<td>Denied</td>
<td></td>
</tr>
<tr>
<td>Alumni Mentor Event</td>
<td>03-05-17</td>
<td>2</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>UCLA Special Olympics</td>
<td>10-13-16</td>
<td>6</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

- Click on the service name for more details about each service event.
- The status will be marked as pending until approved by an ASC director.
- Your service entry can be edited or deleted via the actions tab on the right. **Note:** Editing your service entry will require it to be re-approved.
Yellow table rows indicate that the service submission was approved as an ASC-certified renewal event.

**Submitting an Audit Request**

- If you feel that your service hour log is inaccurate and/or you wish to contest a previously denied submission, click the red “Request Service Hour Audit” button on the bottom left of your screen.

- You will receive an email from an ASC director shortly regarding the matter.