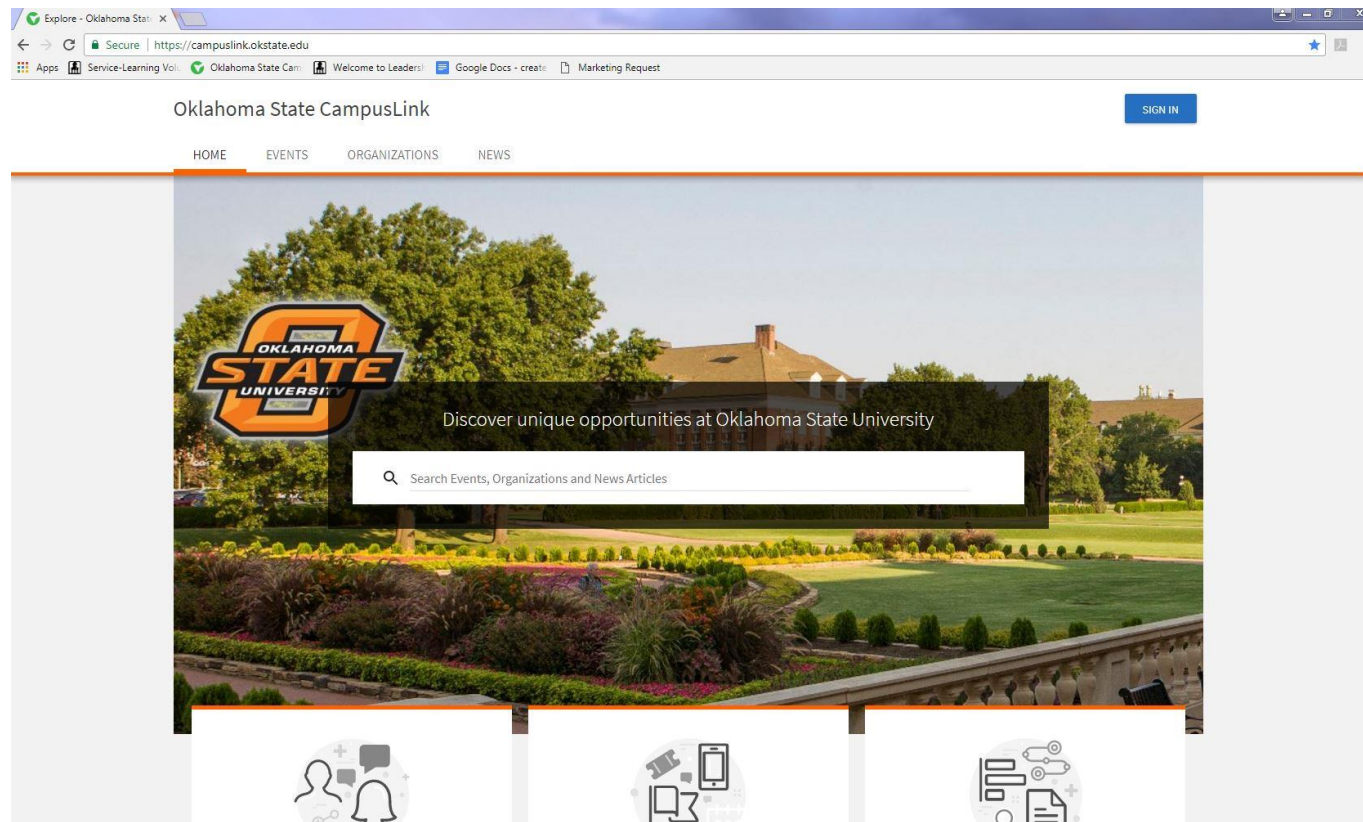


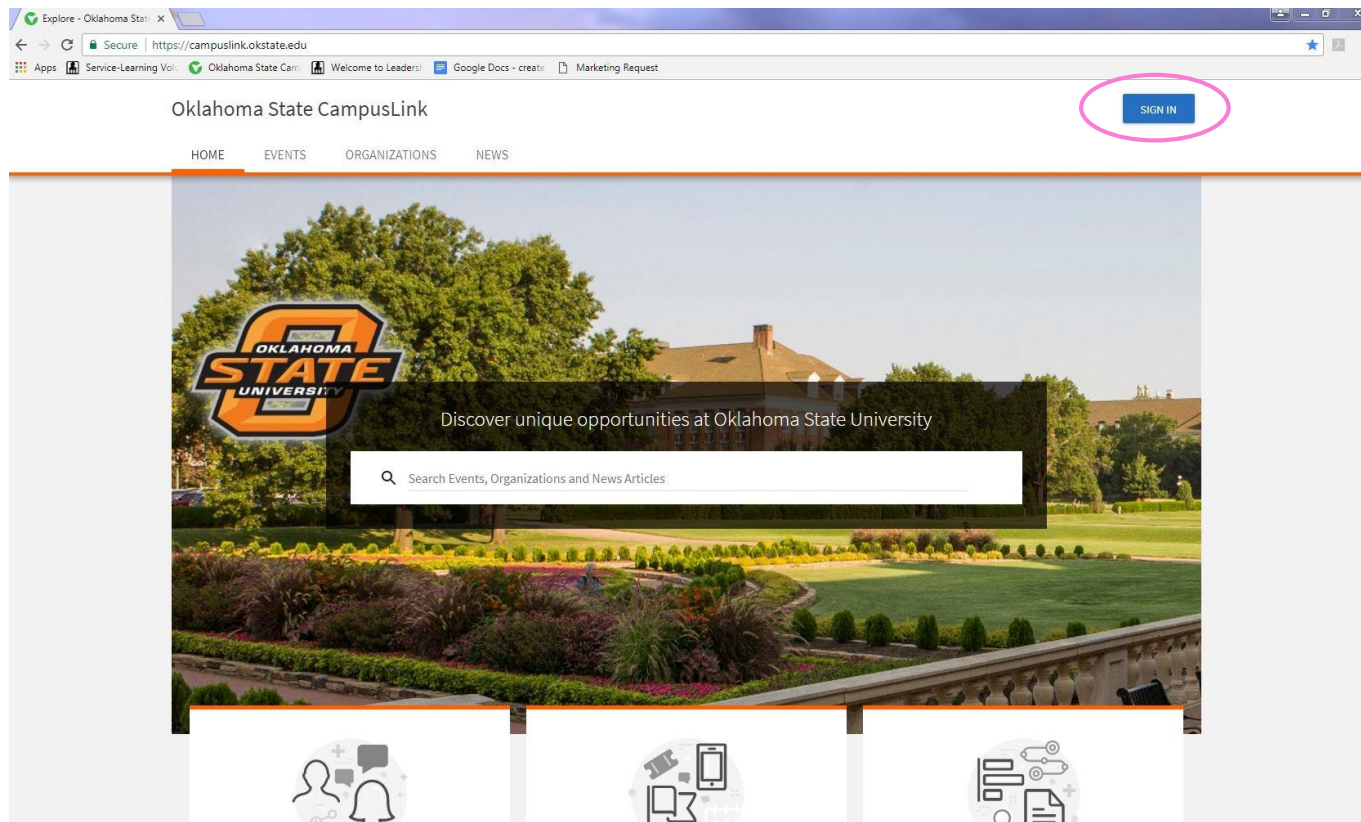
# How to Record Service Hours on CampusLink

Student Volunteer Center

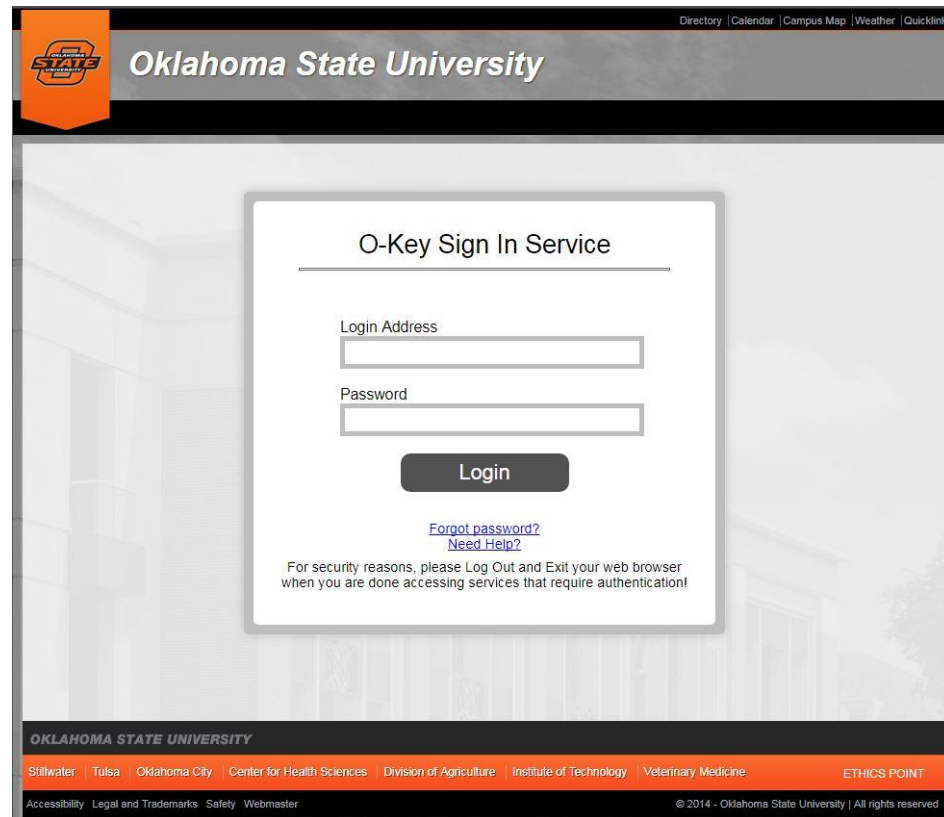
# Step 1: Visit <https://campuslink.okstate.edu/>




# Step 2: Click the Sign In Button Located in the Top Right Corner



# Step 3: Sign In Using Your O-key Credentials



Directory | Calendar | Campus Map | Weather | Quicklinks

 **Oklahoma State University**

### O-Key Sign In Service

Login Address

Password

**Login**

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

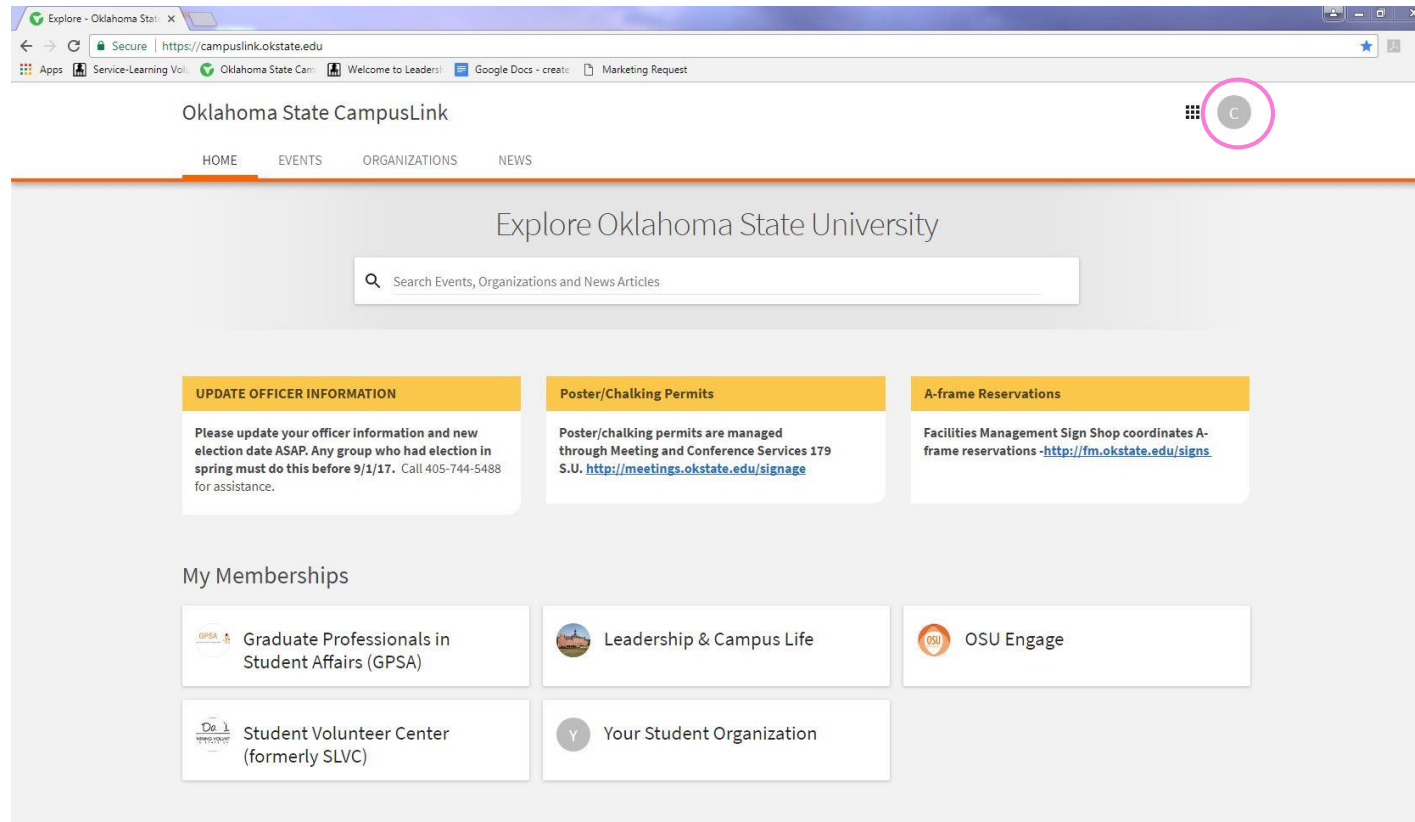
For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

**OKLAHOMA STATE UNIVERSITY**

Stillwater | Tulsa | Oklahoma City | Center for Health Sciences | Division of Agriculture | Institute of Technology | Veterinary Medicine | ETHICS POINT

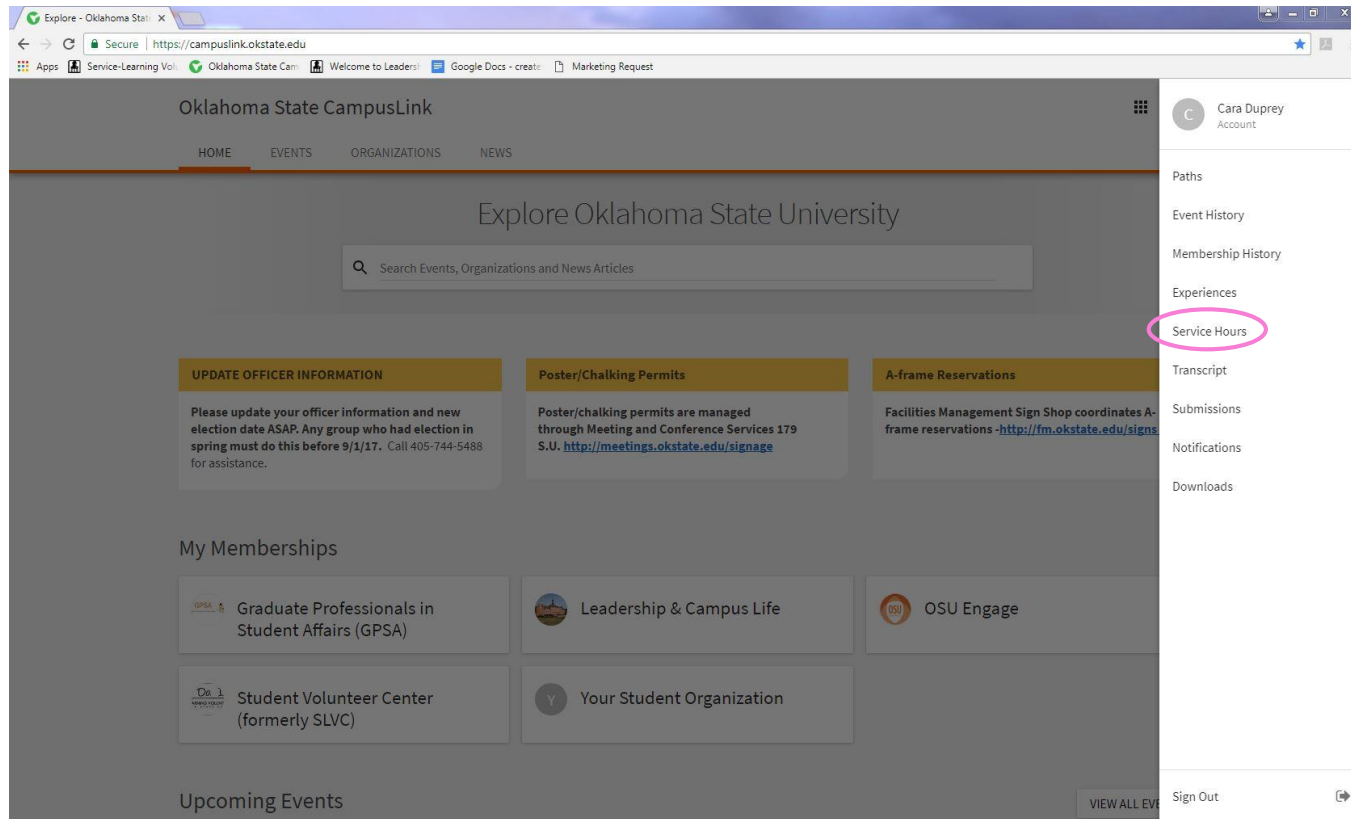
Accessibility | Legal and Trademarks | Safety | Webmaster | © 2014 - Oklahoma State University | All rights reserved.

# Step 4: Once Logged In, Click on the Circle in the Top Right Corner



The screenshot shows a web browser window displaying the Oklahoma State CampusLink website. The browser's address bar shows the URL <https://campuslink.okstate.edu>. The website header includes the text "Oklahoma State CampusLink" and a navigation menu with "HOME", "EVENTS", "ORGANIZATIONS", and "NEWS". A search bar is located below the navigation menu with the placeholder text "Search Events, Organizations and News Articles". The main content area features three yellow-bordered boxes: "UPDATE OFFICER INFORMATION", "Poster/Chalking Permits", and "A-frame Reservations". Below these is a "My Memberships" section with five membership cards: "Graduate Professionals in Student Affairs (GPSA)", "Leadership & Campus Life", "OSU Engage", "Student Volunteer Center (formerly SLVC)", and "Your Student Organization". In the top right corner of the website, there is a user profile icon consisting of a grid of dots and a circle containing the letter 'C', which is highlighted with a pink circle.

# Step 5: Select Service Hours From the Menu



# Step 6: Click on the Blue “Add Service Hours” Button

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

My Service Hours  
Service Hours Summary

+ ADD SERVICE HOURS

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

Zero  
PENDING HOURS

Zero  
APPROVED HOURS

Zero  
DENIED HOURS

PENDING APPROVED DENIED

DELETE SELECTED

Search

There is no data available.

# Step 7: Enter All of the Requested Information

**\*\*You MUST Include a Verification Contact\*\***

Oklahoma State CampusLink ☰ C

[HOME](#) [EVENTS](#) [ORGANIZATIONS](#) [NEWS](#)

## Add Service Hours

\*Organization  
Student Volunteer Center (formerly S

\*Description  
I went to the Stillwater Humane Society on 8/23/17 from 3:00 p.m. to 5:00 p.m. During this time I helped walk dogs, clean out kennels, and organize donations from the community.

\*Date  
08/23/2017

\*Hours  
2

\*Minutes  
00

Verification Contact  
volunteer@hspets.org



# 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 Student 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 letter 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.

# Step 8: Once You Have Submitted Your Hours, They Will Appear as “Pending”

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

A service hours request was sent for approval.

My Service Hours [+ ADD SERVICE HOURS](#)

Service Hours Summary

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

2h 0m  
PENDING HOURS

Zero  
APPROVED HOURS

Zero  
DENIED HOURS

PENDING APPROVED DENIED

[DELETE SELECTED](#)

Organization	Date	Description	Duration
<input type="checkbox"/> Student Volunteer Center (formerly SLVC)	8/23/2017	I went to the Stillwater Humane Society on ...	2:00 <input type="checkbox"/> <input type="checkbox"/>

Showing 1 - 1 of 1

# Step 9: If Your Hours are Approved, They Will Appear as Approved Hours. If Your Hours are Denied, They Will Appear as Denied Hours

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

My Service Hours  
Service Hours Summary

+ ADD SERVICE HOURS

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

Zero PENDING HOURS	Zero APPROVED HOURS	2h 0m DENIED HOURS
-----------------------	------------------------	-----------------------

PENDING APPROVED DENIED

DELETE SELECTED

Search

There is no data available.

# Denied Service Hours

- ▶ Common Reasons for Service Hours Being Denied Are:
  - ▶ No verification contact listed
  - ▶ Lack of a specific description of service performed
  - ▶ Reported hours do not meet the Student Volunteer Center's requirements to be counted as service hours
  - ▶ Time that is devoted to religious education cannot be counted as service hours
  - ▶ Attending a philanthropy/fundraising event does not count as community service

# Step 10: If Your Hours are Denied, Click the Denied Hours Tab to View Your Hours

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

My Service Hours  
Service Hours Summary

+ ADD SERVICE HOURS

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

Zero  
PENDING HOURS

Zero  
APPROVED HOURS

2h 0m  
DENIED HOURS

PENDING APPROVED DENIED

DELETE SELECTED

Search

There is no data available.

# Step 11: Clicking on the Edit Button Will Display the Reason Your Hours Were Denied

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

### My Service Hours

Service Hours Summary

[+ ADD SERVICE HOURS](#)

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

**Zero**  
PENDING HOURS

**Zero**  
APPROVED HOURS

**2h 0m**  
DENIED HOURS

PENDING APPROVED **DENIED**

[DELETE SELECTED](#)

Organization	Date	Description	Duration	
<input type="checkbox"/> Student Volunteer Center (formerly SLVC)	8/23/2017	I went to the Stillwater Humane Society o...	2:00	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 - 1 of 1

# Step 11: Clicking on the Edit Button Will Display the Reason Your Hours Were Denied

The screenshot shows the Oklahoma State CampusLink interface. The main page displays 'My Service Hours' with a 'Service Hours Summary' showing 'Zero PENDING HOURS'. An 'Edit' modal is open, showing details for a service hour entry. The modal includes fields for Organization, Description, Date, Hours, and Minutes. The Description field contains the text: 'I went to the Stillwater Humane Society on 8/23/17 from 3:00 p.m. to 5:00 p.m. During this time I helped walk dogs, clean out kennels, and organize donations from the community.' The Date field is set to 8/23/2017, Hours to 2, and Minutes to 0. The Verification Contact field is set to volunteer@hspets.org. A 'Denied' section is highlighted in orange, containing the following information:

- Reviewed By:** Caraline Duprey at 8/23/2017 2:27 PM
- Comment:** This submission is solely for instructional purposes. If you have questions or concerns, please email volunteer.center@okstate.edu

The modal also features 'UPDATE' and 'CANCEL' buttons at the bottom.

# Step 12: If Your Hours Were Denied Because of an Issue With Your Submission (No Verification Contact, Insufficient Description, etc.) Please Make the Necessary Updates and Click “Update”

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

### My Service Hours

Service Hours Summary

+ ADD SERVICE HOURS

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

## Zero

PENDING HOURS

## 2h 0m

DENIED HOURS

Duration: 2:00

DELETE SELECTED

Organization
Student Volunteer Center (form...

Showing 1 - 1 of 1

**Edit**

\* Organization  
Student Volunteer Center (formerly SLVC)

\* Description  
I went to the Stillwater Humane Society on 8/23/17 from 3:00 p.m. to 5:00 p.m. During this time I helped walk dogs, clean out kennels, and organize donations from the community.

\* Date: 8/23/2017   \* Hours: 2   \* Minutes: 0

Verification Contact:  
volunteer@hspets.org

**Denied**  
**Reviewed By:** Caraline Duprey at 8/23/2017 2:27 PM  
**Comment:** This submission is solely for instructional purposes. If you have questions or concerns, please email volunteer.center@okstate.edu

UPDATE CANCEL



# Step 13: Once You Have Updated Your Hours, You Must Then Resubmit Them

**\*\*Simply Updating Your Hours is not Sufficient\*\***

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

My Service Hours  
Service Hours Summary

+ ADD SERVICE HOURS

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

Zero  
PENDING HOURS

Zero  
APPROVED HOURS

2h 0m  
DENIED HOURS

PENDING APPROVED DENIED

DELETE SELECTED

Search

Organization	Date	Description	Duration		
<input type="checkbox"/>	Student Volunteer Center (formerly SLVC)	8/23/2017	I went to the Stillwater Humane Society o...	2:00	<b>DENY</b>

Showing 1 - 1 of 1

# Step 14: After Clicking the Resubmit Button on the Main Screen, Click the Resubmit Button on the Pop-Up Window

The screenshot shows the 'Oklahoma State CampusLink' interface. The main page is titled 'My Service Hours' and displays a 'Service Hours Summary' with 'Zero PENDING HOURS'. A pop-up window titled 'Resubmit Service Hour Record' is open, showing details for a service hour record. The record was submitted by Cara Duprey on 8/23/2017 at 2:25 PM. The organization is the Student Volunteer Center (formerly SLVC), and the date is 8/23/2017. The description states: 'I went to the Stillwater Humane Society on 8/23/17 from 3:00 p.m. to 5:00 p.m. During this time I helped walk dogs, clean out kennels, and organize donations from the community.' The duration is 2:00, and the verification contact is volunteer@hspets.org. The record has been denied, with a review by Caraline Duprey on 8/23/2017 at 2:27 PM. The comment reads: 'This submission is solely for instructional purposes. If you have questions or concerns, please email volunteer.center@okstate.edu'. The pop-up window has 'RESUBMIT' and 'CANCEL' buttons at the bottom.

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

My Service Hours  
Service Hours Summary

+ ADD SERVICE HOURS

Submitted By: Cara Duprey  
Submitted On: 8/23/2017 2:25 PM

Organization: Student Volunteer Center (formerly SLVC)  
Date: 8/23/2017  
Description: I went to the Stillwater Humane Society on 8/23/17 from 3:00 p.m. to 5:00 p.m. During this time I helped walk dogs, clean out kennels, and organize donations from the community.  
Duration: 2:00  
Verification Contact: volunteer@hspets.org

2h 0m  
DENIED HOURS

**Denied**  
Reviewed By: Caraline Duprey at 8/23/2017 2:27 PM  
Comment: This submission is solely for instructional purposes. If you have questions or concerns, please email volunteer.center@okstate.edu

RESUBMIT CANCEL

DELETE SELECTED

Organization  
Student Volunteer Center (form

Showing 1 - 1 of 1

# Step 15: These Hours Will Now Appear as Pending Again and Will be Reviewed for Approval

Oklahoma State CampusLink

HOME EVENTS ORGANIZATIONS NEWS

A service hours request was sent for approval.

My Service Hours [+ ADD SERVICE HOURS](#)

Service Hours Summary

August 16, 2017 - August 23, 2017

WEEK MONTH 3 MONTHS CUSTOM

2h 0m  
PENDING HOURS

Zero  
APPROVED HOURS

Zero  
DENIED HOURS

PENDING APPROVED DENIED

[DELETE SELECTED](#)

Organization	Date	Description	Duration
<input type="checkbox"/> Student Volunteer Center (formerly SLVC)	8/23/2017	I went to the Stillwater Humane Society on ...	2:00 <input type="checkbox"/> <input type="checkbox"/>

Showing 1 - 1 of 1

# Questions? Comments? Concerns?

- ▶ Feel Free to Contact Us!
- ▶ Student Volunteer Center
  - ▶ 211G Student Union
    - ▶ 405-744-5145
- ▶ [Volunteer.center@okstate.edu](mailto:Volunteer.center@okstate.edu)