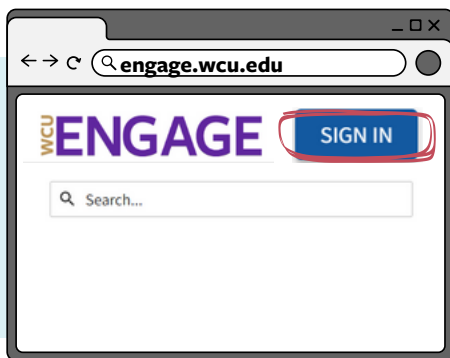
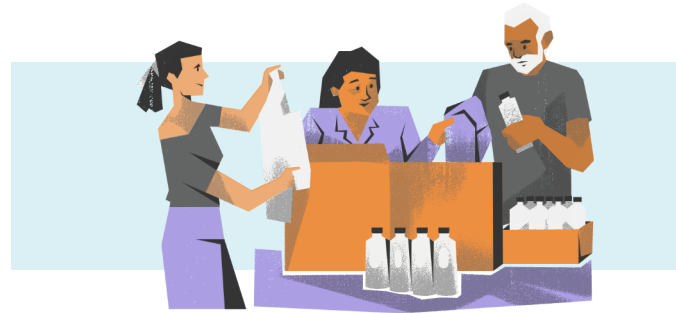


How To Log Service Hours in Engage

Step 1: Volunteer!

Find a volunteering opportunity and serve the community. You can attend an opportunity that you found on Engage, a service project with an RSO, or an individual project.

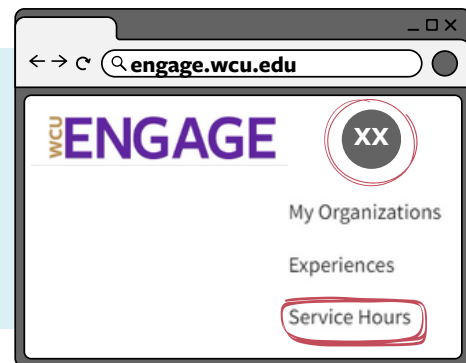


Step 2: Sign In To Engage

Visit “engage.wcu.edu” and hit “sign in” in the top right-hand corner. If you do not have an existing account, you will be prompted to create one with your WCU student information.

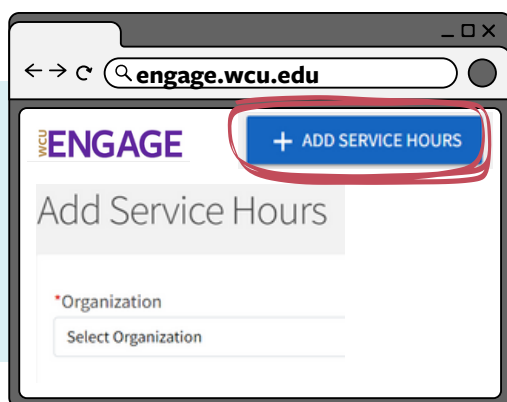
Step 3: Click on Your Profile

Once logged in, click on your profile in the top right-hand corner. The profile icon is a gray circle with your initials in it or a profile picture that you have uploaded. Once clicked, a drop-down menu will appear. Click on “Service Hours”.



Step 4: Fill Out Service Hours Form

Click on “+ Add Service Hours” and fill out the form that appears. Select the organization that you are logging hours for, describe the service that you completed, document the date of service, how longer you served, and a contact from the organization who can verify your hours. Hit “Create” to submit the hours.

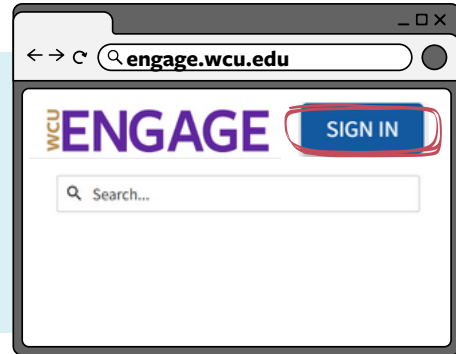


How To View All Service Hours Logged in Engage

To complete the “Direct Service” component of the Spark Award, you **MUST** log 50 direct service hours, and they must display as “Approved” in your “Service Hours” Dashboard in Engage.

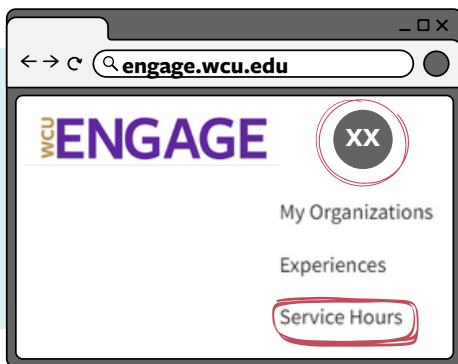
Step 1: Sign In To Engage

Visit “engage.wcu.edu” and hit “sign in” in the top right-hand corner. If you do not have an existing account, you will be prompted to create one with your WCU student information.



Step 2: Click on Your Profile & Select “Service Hours”

Once logged in, click on your profile in the top right-hand corner. The profile icon is a gray circle with your initials in it or a profile picture that you have uploaded. Once clicked, a drop-down menu will appear. Click on “Service Hours”.



Step 3: View Your Dashboard

From your Service Hours dashboard, you can view the number of service hours and experiences that you have logged. These hours will appear as pending, approved, or denied.

