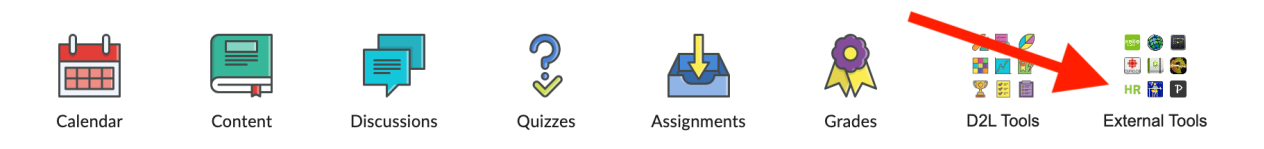
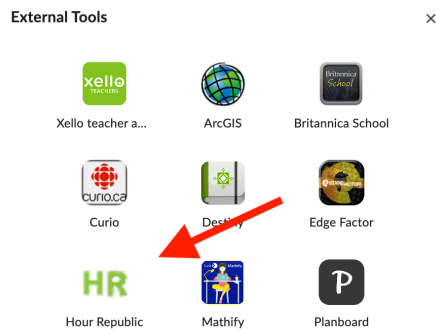


## Quick Guide to Entering Community Service Hours

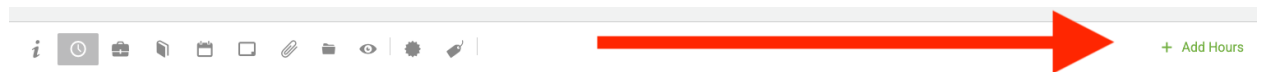
1. Visit D2L and select “external tools”



2. Click the HR logo to Enter Hour Republic



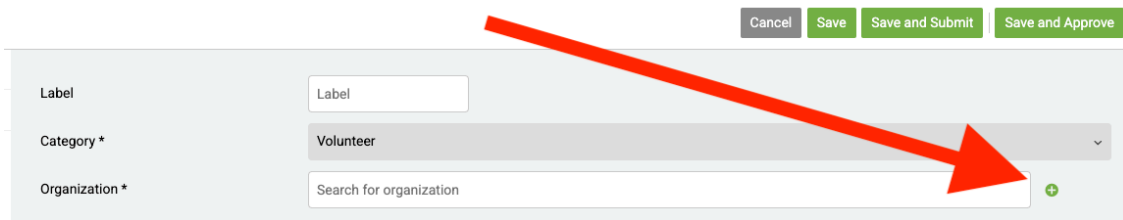
3. On the left side of the hour republic screen select “Hours”
4. Click “+Add Hours” as shown



5. Under category select volunteer

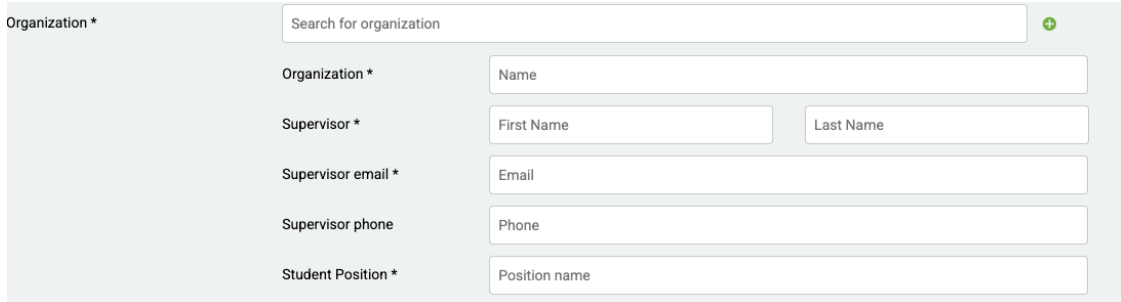
The image shows a form for entering hours. At the top right are buttons: Cancel, Save, Save and Submit, and Save and Approve. The form fields are: Label (text input), Category \* (dropdown menu set to 'Volunteer'), Organization \* (text input with search icon), Type of Hours \* (dropdown menu set to 'Block'), Start \* (date picker set to 18 - 09 - 2025), End \* (date picker set to 18 - 09 - 2025), Total Hours \* (text input set to 8.00 with 'hours' label), Skills Learned \* (dropdown menu set to 'Please select'), and Description \* (text input). A red arrow points to the 'Category' dropdown menu.

6. Under organization select the “+”



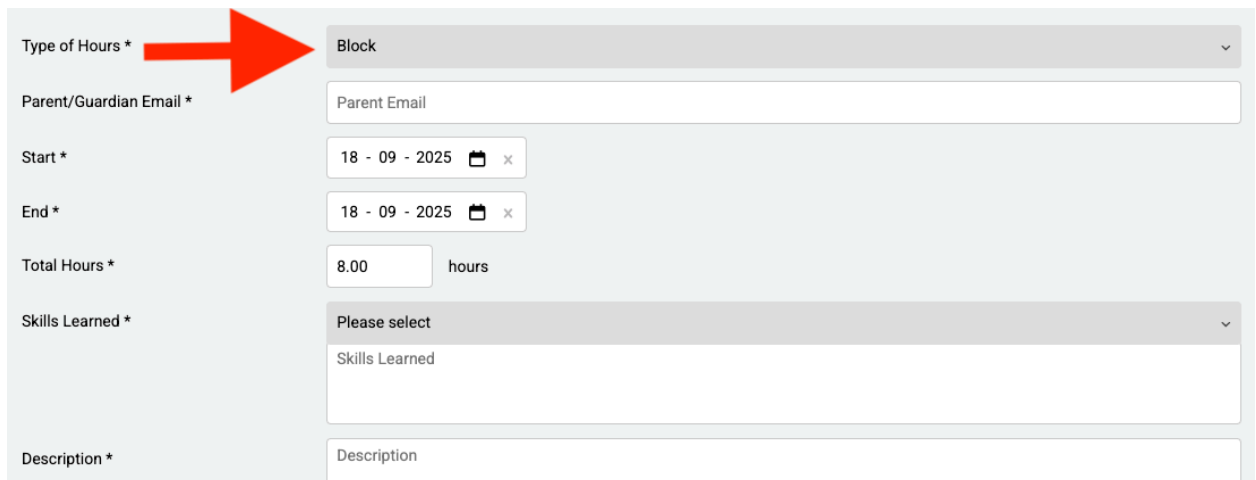
A screenshot of a form with fields for Label, Category \*, and Organization \*. The Category \* dropdown is set to 'Volunteer'. The Organization \* field has a search bar and a green plus icon to its right. A red arrow points from the top right towards the plus icon. At the top right of the form are buttons: Cancel, Save, Save and Submit, and Save and Approve.

7. Complete the organization information, check the “supervisor email” closely for spelling



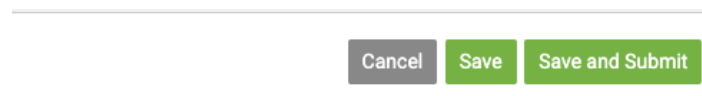
A screenshot of the organization information form. It includes fields for Organization \*, Supervisor \*, Supervisor email \*, Supervisor phone, and Student Position \*. The Organization \* field has a search bar. The Supervisor \* field has sub-fields for First Name and Last Name. The Supervisor email \* field has a sub-field for Email. The Supervisor phone field has a sub-field for Phone. The Student Position \* field has a sub-field for Position name.

8. Under “Type of Hours” be sure to select “Block”, enter a parents email, enter the dates, total hours, skills learned and a brief description.



A screenshot of the 'Type of Hours' form. It includes fields for Type of Hours \*, Parent/Guardian Email \*, Start \*, End \*, Total Hours \*, Skills Learned \*, and Description \*. The Type of Hours \* dropdown is set to 'Block'. A red arrow points from the left towards the dropdown. The Parent/Guardian Email \* field has a sub-field for Parent Email. The Start \* and End \* fields have sub-fields for dates (18 - 09 - 2025) and a close icon (x). The Total Hours \* field has a sub-field for hours (8.00). The Skills Learned \* field has a sub-field for Skills Learned. The Description \* field has a sub-field for Description.

9. Now click “Save and Submit”



A screenshot of the bottom of the form showing three buttons: Cancel, Save, and Save and Submit. The Save and Submit button is highlighted in green.

10. Your saved information will be emailed to both the supervisor and your parent/caregiver, once they both verify your information. You will see that your volunteer hours change from “Pending” to “Verified” in green.



A screenshot of a green button with the text 'Verified' in white.