A Member Guide to My Service Log:

Almost everything you need to know

Step One

- Once your Program Director has created an account for you, log in here:

- http://www.arkansas.myservicelog.org/

Home Page

On the home page, you can see a record of your hours on the right. You can also see a home page menu on the left. Let's start by clicking on Member Profile.

Member Profile

Service Agreements

Service Agreements

You will next see a screen that details your Service Agreement. At the bottom of the screen, you will type in your electronic signature. Only when the electronic signature converts to a signed font and a date appears can you click save to approve this Service Agreement.

This Service Agreement is necessary for you to log service hours.

Logging Hours

Welcome Testy Member
Wednesday, July 02, 2014

Member Menu
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Hour Logs
Service Accomplishments

Service Positions & Events
Service Partners & Service Positions
Training Events

Hours for Testy Member July 2014

| Log Entry | Report | Analysis |

Add Log Entry

_____ **Hours**   00 ▼ **Minutes**   **On**   July ▼ 2 ▼ 2014 ▼

At (select only one)

Primary Service Position (Agreement)
No Service Agreements Available ▼

Other Service Position
Select ▼

Training Event
Select ▼

Activity Description

☐ This time was spent fundraising   Add Hour Log Entry

Calendar View

<< Previous Month   July 2014 ▼   Next Month >>

June 2014							July 2014							August 2014					
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2

1

Next, click on Hour Logs in the menu above.

To log hours, select the date, fill in the hours completed, select your service position/training event, and, if necessary, record a brief activity description. Let's walk through a scenario for how this is done.

Logging Service Hours

Welcome Testy Member
Wednesday, July 02, 2014

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Hours for Testy Member July 2014

Log Entry | **Report** | **Analysis**

Add Log Entry
8 **Hours** 00 **Minutes** **On** July 2 2014

At (select only one)

Primary Service Position (Agreement)
No Service Agreements Available

Other Service Position
Angela's Closet/Tutor

Training Event
Select

Activity Description 102 of 200

Planted tomato seeds in greenhouse, weeded beds, researched classroom garden activiti

☐ This time was spent fundraising

Calendar View

<< Previous Month July 2014

June 2014								July 2014					
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F
1	2	3	4	5	6	7				1	2	3	4

First, we will look at logging service hours. Once you have selected the date and entered your hours, you will need to select either a Primary Service Position or an Other Service Position. *You can only choose one of these options to log hours.*

You will have two options for the Service Position: Primary and Other. Always select the one for your Service Agreement, even if it is listed as Other, not Primary. You can see on this screen that it appears in the Other Service Position drop down box.

Logging Service Hours

Welcome Testy Member
Wednesday, July 02, 2014

Hours for Testy Member | July 2014 ▼

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Log Entry | **Report** | **Analysis**

Add Log Entry
8 **Hours** 00 ▼ **Minutes** **On** July ▼ 2 ▼ 2014 ▼

At (select only one)

Primary Service Position (Agreement)
No Service Agreements Available ▼

Other Service Position
Angela's Closet/Tutor ▼

Training Event
Select ▼

Activity Description 102 of 200

Planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities

☐ This time was spent fundraising   Add Hour Log

Calendar View

<< Previous Month   July 2014 ▼   Next Month >>

June 2014							July 2014							August 2014					
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2

Always log hours in increments of 25/100:

8:00 = 8:00

8:15 = 8:25

8:30 = 8:50

8:45 = 8:75

If you are using the activity description text box, be sure that the activity description matches your actual service—and that it does not include any language for inappropriate service or prohibited activities. Once you've entered all the information for your service hours, click Add Hour Log Entry.

Logging Service Hours

Member Profile
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Service Partners & Service
Positions
Training Events

Add Log Entry

[____] **Hours**   [00 ▼] **Minutes**   **On**   [July ▼] [2 ▼] [2014 ▼]

At (select only one)

Primary Service Position (Agreement)
[No Service Agreements Available ▼]

Other Service Position
[Select ▼]

Training Event
[Select ▼]

Activity Description
[   ]

☐ This time was spent fundraising   [Add Hour Log Entry]

Calendar View

<< Previous Month   [July 2014 ▼]   Next Month >>

June 2014						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Complete Hours Log

Date (Edit)	Type	Title	Hours
1. 07/02/14	Service (non-Agreement)	Tutor	8.00

Once you click Add Hour Log Entry, your hours will appear at the bottom of the screen. You can edit or delete this entry by clicking on the date of the hour log.
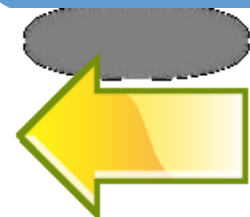
Submitting Service Hours

Wednesday, July 02, 2014

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Available Actions... ▼

Log Entry | **Report** | **Analysis**

Month: **July 2014** | Show hours for July 2014 ▼ Update

Weekly Hours Report

Date	Title	Training Hours	Service Hours	Approvals		
				Member	Site	Program
07/02/14	Tutor @ Angela's Closet		8.00	NO	NO	NO
	planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.					
WEEK 26 TOTALS (06/29 - 07/05)		0.00	8.00			
Totals		**0.00**	**8.00**			
Combined Total		**8.00**				
Fundraising** Totals		0.00	0.00			
Combined Fundraising** Total		**0.00**				
AmeriCorps Totals		0.00	8.00			
Combined AmeriCorps Total		**8.00**				

Electronic Signature

By typing your name exactly as **Testy Member** (case-sensitive) in the box below you are electronically signing the information shown on this page and agreeing to the following statements:

I am Testy Member. I have reviewed the above information and it is accurate and true. [This text is licensee editable]

Type Your Signature

Signed On

Please click the Save button after you have entered your signature and the date appears.

Save

When you have finished logging your hours, click on the Report tab at the top of the screen. At the bottom of the screen, you will type in your electronic signature. Only when the electronic signature converts to a signed font and a date appears can you click save to submit your hours.

Be sure your hours are correct before submitting them!!

Submitting Service Hours

Welcome Testy Member
Thursday, July 03, 2014

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Hour Log Report for Testy Member July 2014

Available Actions...

Log Entry | Report | Analysis

Month: **July 2014** | Show hours for July 2014 Update

Weekly Hours Report

Date	Title	Training Hours	Service Hours	Approvals		
				Member	Site	Program
07/02/14	Tutor @ Angela's Closet		8.00	YES	NO	NO
	planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.					
WEEK 26 TOTALS (06/29 - 07/05)		0.00	8.00			
Totals		**0.00**	**8.00**			
Combined Total		**8.00**		8.00		
Fundraising** Totals		**0.00**	**0.00**			
Combined Fundraising** Total		**0.00**				
AmeriCorps Totals		**0.00**	**8.00**			
Combined AmeriCorps Total		**8.00**				

Electronic Signature

Signed by   Testy Member (Member)

Signature   *Testy Member*

Timestamp   07/02/2014 05:14 PM EST

Save

Comments   Event Log

Your timesheet is submitted when you see the green YES appear in the Member column. You can track approvals for site and program here as well.

Logging Fundraising and Training Hours

Fundraising, training, and service hours must be recorded separately. For example, you serve 8 hours in one day on July 3rd: 2 hours training, 2 hours fundraising, and 4 hours serving at your site.

Log 2 hours training by selecting the date and filling in the hours. Then choose "training " from the Training Event drop down box. *You can only choose Training Event, not a Service Position, to log Training hours.* You'll always need to fill in the activity description for any training hours to specify what training you attended. Click Add Hour Log Entry to log your hours.

Logging Fundraising and Training Hours

To log your fundraising hours, select July 3rd, and log 2 hours. Next, choose the Service Position. Always complete the activity description box when logging fundraising hours with details of the fundraising activity and your role in it. Click the box that states "This time was spent fundraising" and click Add Hour Log Entry.

Log 4 service hours by following the directions from the previous screens.

Logging Fundraising and Training Hours

Select ▼

Training Event

Select ▼

Activity Description

☐ This time was spent fundraising   Add Hour Log Entry

Calendar View

<< Previous Month   July 2014 ▼   Next Month >>

	June 2014					
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	July 2014					
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	August 2014					
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Complete Hours Log

Date (Edit)	Type	Title	Hours
1. 07/02/14	Service (non-Agreement)	Tutor	8.00
2. 07/03/14	Training	Training	2.00
3. 07/03/14	Service (non-Agreement)	Tutor	4.00
4. 07/03/14	Fundraising	Tutor	2.00

You will now see all of your hours entered at the bottom of the screen. Each log is separated by the type of service that occurred, with several different entries for one day. Next, click on the Report tab on the top of the screen to submit your hours with your electronic signature as explained in the previous slides.

Editing Submitted Hours

If your hours are unapproved, you can edit submitted hours by clicking the drop down box above and selecting Un-sign all hours. This will release all hours within the month back to you so that you can edit them.

Editing Submitted Hours

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Training Events

| Log Entry | Report | Analysis |

Add Log Entry

[ ] **Hours**   00 ▼ **Minutes**   **On**   July

At (select only one)

Primary Service Position (Agreement)

No Service Agreements Available ▼

Other Service Position

Select ▼

Training Event

Select ▼

Activity Description

Once you un-sign all hours, click on the Log Entry tab to return to this screen to edit your hours.

Editing Submitted Hours

<< Previous Month   July 2014 ▼   **Next Month >>**

		June 2014				
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

		July 2014				
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

		August 2014				
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Complete Hours Log

Date (Edit)	Type	Title	Hours
1. 06/08/14	Service (non-Agreement)	Tutor	4.00
2. 06/11/14	Training	Training	5.00
3. 07/01/14	Training	Training	2.00
4. 07/02/14	Service (non-Agreement)	Tutor	8.00
5. 07/03/14	Training	Training	2.00
6. 07/03/14	Service (non-Agreement)	Tutor	4.00
7. 07/03/14	Fundraising	Tutor	2.00
8. 07/10/14	Training	Training	3.00
9. 07/11/14	Service (non-Agreement)	Tutor	6.00

Next, click on the date of the entry that you would like to edit. This will open the entry so that you can change the hours or the activity description, if necessary. Remember to *save* and *submit* your hours again when done.
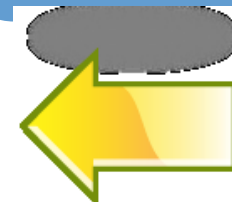
Editing Approved Hours

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Log Entry | **Report** | **Analysis**

Month: **July 2014** | Show hours for [July 2014 ▼] [Update]

Weekly Hours Report

Date	Title	Training Hours	Service Hours	Approvals		
				Member	**Site**	**Program**
07/01/14	Training @ Angela's Closet	2.00		YES	YES	YES
	Volunteer Management training.					
07/02/14	Tutor @ Angela's Closet		8.00	YES	YES	YES
	planted tomato seeds in greenhouse, weeded outside garden beds, researched classroom garden activities.					
07/03/14	Tutor @ Angela's Closet		4.00	YES	YES	YES
	Weeded garden beds and taught third grade how to plant seeds.					
07/03/14	Tutor @ Angela's Closet		2.00**	YES	YES	YES
	Wrote grant to Gardening Foundation for new garden beds.					
07/03/14	Training @ Angela's Closet	2.00		YES	YES	YES
	orientation					
WEEK 26 TOTALS (06/29 - 07/05)		4.00	14.00			
Totals		**4.00**	**14.00**			
Combined Total		**18.00**		18.00	18.00	18.00
Fundraising** Totals		**0.00**	**2.00**			
Combined Fundraising** Total		**2.00**				
AmeriCorps Totals		**4.00**	**14.00**			
Combined AmeriCorps Total		**18.00**				

Electronic Signature

Signed by   Testy Member (Member)

Signature   *Testy Member*

Hours that need editing after approval will require that they be unsigned at each approval level. This means that the program would need to unsign them, then the site supervisor, then the member, and then after edits are made, all approvals will need to be re-signed. This can create problems, so it's always a good idea to get it right before you submit any hours.

Analysis Tab

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Hours Analysis for Testy Member

Available Actions... ▼

| Log Entry | Report | Analysis |

Chronological Hours

		Hours			Approvals		
Term	Total	Service (%)	Training (%)	FR (%)	Member	Site	Program
AmeriCorps Term 1	**18**	**14**	**4**	**2**	**18**	**16**	**0**
		78%	22%	11%			

Click here to see hours breakdown.

Progress in AmeriCorps Term 1

AmeriCorps Term 1
Quarter Time (1yr - 450 hr) (06/19/2014 - 09/30/2014)
14.7 weeks in term, 12.7 weeks remaining, 14% complete.

	Hours	% of 450 hours	Average weekly hours to date	Average weekly hours needed to complete	Hours remaining	% of hours remaining
Total Hours	18	4%	9.0/wk	34.0/wk	432	96%
Member Approved	18	4%	9.0/wk	34.0/wk	432	96%
Site Approved	16	4%	8.0/wk	34.2/wk	434	96%
Program Approved	0	0%	0.0/wk	35.4/wk	450	100%

Hours by Service Agreement

Service Partner   Service Position   Service Agreement   Hours   Member   Site   Program   ASC

Clicking on the Analysis tab at the top of the screen provides you with information about how many hours you have completed and how many remain. You can also see how many hours are approved and how many remain unapproved.

Service Accomplishments

1 Next, let's look at Service Accomplishments, which we call Great Stories.

2 Select the month you'd like to enter a Service Accomplishment /Great Story for by clicking on the drop down box above. You can also choose to log a Non Service Agreement Service Accomplishment.

Service Accomplishments

Home **Settings** **Help**

Arkansas
Service Commission

Welcome Testy Member
Monday, July 14, 2014

Add New Service Accomplishment

Member Menu
My Home Page
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Service Accomplishment 1
General Issue Area   Please Select...   (required)
Issue Area   Select General Issue First
Population Served   Please Select...   (Required)
Served   Please Select...   (required)
Describe Results
                0 of 500

Service Accomplishment 2
General Issue Area   Please Select...   (required)
Issue Area   Select General Issue First
Population Served   Please Select...   (Required)
Served   Please Select...   (required)
: Results
                0 of 500

Save

Make sure that your entry is only 500 characters!!

Although you will see a screen with several Service Accomplishment options, you will only need to complete one Accomplishment/Great Story each month. Use the drop down boxes to select the required categories. Don't worry if the options don't specifically match your service; just choose the best option for you. Use the Describe Results box to write your Accomplishment/Great Story. It may be useful for you to type it in MS Word first, then copy and paste it into MSL. Click save at the bottom of the screen when done.

Service Accomplishments

Once you click save, you will return to this screen. Click the Accomplishment/Great Story you wish to submit by clicking the highlighted title under Service Agreement.

Service Accomplishments

Welcome Testy Member
Thursday, July 03, 2014

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July 2014 Service Accomplishment Details for Testy Member

Available Actions...

Available Actions...
Edit Service Accomplishments
Notify my Program Administrator to approve my Service Accomplishments
Delete all Draft Service Accomplishments
Print (HTML)
Print (PDF)

Service Accompl
Status
General Issue
Issue Area   School Readiness
Population Se   Elementary School Children
Served   ren
Describe Resu   tutored Brian. He was very eager to be in my group,
                        as glad to see him today, since he had not been at
                        reviously.

Use the drop down box at the top of the screen to edit, delete, or submit your Service Accomplishment/Great Story.

To submit your Great Story, select "Notify my Program Administrator to approve my Service Accomplishments". Next, you will next see a screen with a comment box and a save button. It's not necessary to enter anything in the comment box, but you must click save to submit your Great Story/Service Accomplishment.

Training Events and Service Partner
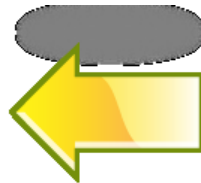
The last two tabs on the menu allow you to view your service partner information, your service position information, and your training events. These are provided for your information, but no action is required with them.

Password Retrieval

And if you ever forget your password, just type in your email address below and click Send Password. MSL will send your password to the email address on file.

Whew.

- That's it!! We made it! Any questions????