


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/>

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 **Arkansas**
Service Commission






Please Login Here

Email Address

Password

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Home Page

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Arkansas
Service Commission



Welcome Testy Member

Wednesday, July 02, 2014

My Home Page

Member Menu

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[Service Agreements](#)

[Hour Logs](#)

[Service Accomplishments](#)

Service Positions & Events

[Service Partners & Service Positions](#)

[Training Events](#)

Messages

You have no messages.

My Status

Active Agreements

Proposed Agreements

July 2014 Hours

Member Entered 0

Program Approved 0

AmeriCorps Term 1 Hours

Member Entered 0

Program Approved 0

Hours Remaining 450

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

[Home](#)[Settings](#)[Help](#)[Log Off](#)

Arkansas
Service Commission



Welcome Testy Member
Wednesday, July 02, 2014

Testy Member's Profile: General

Member Menu

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Service Positions & Events

[Service Partners & Service Positions](#)[Training Events](#)[General](#)[Contact](#)[Documentation](#)[Enrollment](#)

Member Information

First Name**Middle Initial****Last Name****Nickname****Email Address****Login Password****Social Security Number****NSPID**

Member Details



Date of Birth **Student ID Number****Gender**

Under Member Profile, you can update any of your contact information and change your password. You can also view your term of service under the enrollment tab.

Remember to always click save at the bottom of the page when making changes!

Service Agreements

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Arkansas
Service Commission

Welcome Testy Member
Wednesday, July 02, 2014

Member Menu

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- Hour Logs
- Service Accomplishments

Service Positions & Events

- Service Partners & Positions
- Training Events


Service Agreements for Testy Member

Available Actions... ▼

Title	Service Partner	Year	Status
Tutor	Angela's Closet	2013-2014	Completed

Comments Event Log

Add Comment



Next, click on Service Agreements in the menu.

On this screen, you will see the Service Agreement that your Program Director has created for you. Although the status on this one says *completed*, yours will say *proposed*. Click on the Title of the Service Agreement.

Service Agreements

Objective 2

None

Describe

Site Supervisors

Site Supervisors

Dawn Hale ()

Electronic Signature

Signed by

Test Administrator (Program Administrator)

Signature

Test Administrator

Timestamp

06/20/2014 05:28 PM EST

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.

Type Your
Signature

Signed On

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

Save

Comments

Event Log

Add Comment

Submit

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

Hours for Testy Member July 2014

Member Menu

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- Service Accomplishments

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- Service Partners & Service Positions
- Training Events

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

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.

1

Next, click on Hour Logs in the menu above.

Logging Service Hours



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.

Welcome Testy Member
Wednesday, July 02, 2014

Hours for Testy Member July 2014

Member Menu

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- Hour Logs**
- Service Accomplishments

Service Positions & Events

- Service Partners & Service Positions
- Training Events

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 activities

☐ 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	

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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Training Events

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 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

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.

Always log hours in increments of 25/100:

8:00 = 8:00

8:15 = 8:25

8:30 = 8:50

8:45 = 8:75

Logging Service Hours

Member Profile

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Training Events

Add Log Entry

Hours Minutes On

At (select only one)

Primary Service Position (Agreement)

Other Service Position

Training Event

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					

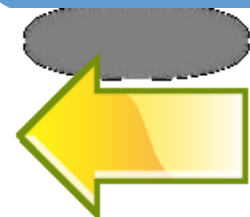
July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

Available Actions... ▾

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Log Entry

Report

Analysis

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

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.

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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Service Partners & Service Positions
Training Events

Hour Log Report for Testy Member July 2014

Available Actions...

Log EntryReportAnalysis


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 byTesty Member (Member)

Signature

Timestamp07/02/2014 05:14 PM EST

Save

CommentsEvent 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.

Welcome Testy Member
Tuesday, July 08, 2014

Hours for Testy Member July 2014

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Add Log Entry

2 Hours 00 Minutes On July 3 2014

At (select only one)

Primary Service Position (Agreement)

No Service Agreements Available

Other Service Position

Select

Training Event

Training @ Angela's Closet

Activity Description

108 of 200

Attended orientation. Discussed member contract, How to recruit volunteers, and how to maintain garden beds.

☐ This time was spent fundraising

Add Hour Log Entry

Logging Fundraising and Training Hours

[Home](#)[Settings](#)[Help](#)[Log Off](#)

Welcome Testy Member
Tuesday, July 08, 2014

Hours for Testy Member July 2014

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Add Log Entry

2 Hours 00 Minutes On July 3 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

57 of 200

Wrote grant for Gardening Foundation for new garden beds.

☒ This time was spent fundraising

Add Hour

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 >>

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					

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		

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

Welcome Testy Member
Thursday, July 03, 2014

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Hour Log Report for Testy Member July 2014

Available Actions...
Available Actions...
Un-sign all hours
Print (HTML)
Print (

Log Entry Report Analysis

Month: July 2014 | Show hours for July 2014 Update

Weekly Hours Report

Date	Title	Training Hours	Service Hours	Approved	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.						
07/03/14	Tutor @ Angela's Closet		4.00	YES	NO	NO	
	Weeded garden beds and taught third grade how to plant seeds.						
07/03/14	Tutor @ Angela's Closet		2.00***	YES	NO	NO	
	Wrote grant to Gardening Foundation for new garden beds.						
07/03/14	Training @ Angela's Closet	2.00		YES	NO	NO	
	orientation						
WEEK 26 TOTALS (06/29 - 07/05)		2.00	14.00				

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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Add Log Entry

Hours Minutes On

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					

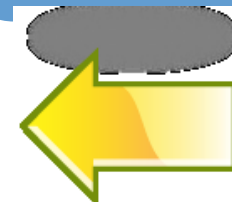
July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

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				

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.

Electronic Signature

Signed by

Testy Member (Member)

Signature

Testy Member

Analysis Tab

Welcome Testy Member

Thursday, July 03, 2014

Hours Analysis for Testy Member

Available Actions... ▼

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Analysis

Chronological Hours

Term	Hours				Approvals		
	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

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Arkansas
Service Commission



Welcome Testy Member

Thursday, July 03, 2014

Service Accomplishments for Testy Member

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Month	Service Agreement
-------	-------------------

[Comments](#) [Event Log](#)

[Add Comment](#)

Available Actions...

Available Actions...

Log Service Accomplishments for Tutor in September 2013
Log Service Accomplishments for Tutor in October 2013
Log Service Accomplishments for Tutor in November 2013
Log Service Accomplishments for Tutor in December 2013
Log Service Accomplishments for Tutor in January 2014
Log Service Accomplishments for Tutor in February 2014
Log Service Accomplishments for Tutor in March 2014
Log Service Accomplishments for Tutor in April 2014
Log Service Accomplishments for Tutor in May 2014
Log Service Accomplishments for Tutor in June 2014
Log Service Accomplishments for Tutor in July 2014
Log Non-Service Agreement Service Accomplishments

1

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

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.

2

Service Accomplishments



Arkansas
Service Commission

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Welcome Testy Member
Monday, July 14, 2014

Add New Service Accomplishment

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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)

Describe Results
0 of 500

Save


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.


Make sure
that your
entry is only
500
characters!!




Service Accomplishments

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 **Arkansas**
Service Commission





Welcome Testy Member
Thursday, July 03, 2014

Service Accomplishments for Testy Member

Available Actions... 



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Month	Service Agreement	Status	# Logged	Volunteer Generation
July 2014	Non-Agreement	Draft	1	No
July 2014	Tutor	Draft	2	No

Comments Event Log

Add Con
Subr



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

The screenshot shows a web application interface. On the left is a navigation menu with a yellow header 'Welcome Testy Member' and 'Thursday, July 03, 2014'. Below this is a blue 'Member Menu' section containing links: 'My Home Page', 'Member Profile', 'Service Agreements', 'Hour Logs', 'Service Accomplishments' (highlighted in grey), 'Service Positions & Events', 'Service Partners & Service Positions', and 'Training Events'. The main content area has a grey header 'July 2014 Service Accomplishment Details for Testy Member'. Below this is a table with columns: 'Service Accomplishment', 'Status', 'General Issue', 'Issue Area', 'Population Served', and 'Describe Rest'. The first row shows 'School Readiness' under 'Issue Area' and 'Elementary School Children' under 'Population Served'. A yellow arrow points to a dropdown menu at the top of the table, which is open and shows options: 'Available Actions...', 'Available Actions...', 'Edit Service Accomplishments', 'Notify my Program Administrator to approve my Service Accomplishments', 'Delete all Draft Service Accomplishments', 'Print (HTML)', and 'Print (PDF)'. A grey oval highlights the 'Notify my Program Administrator...' option.

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

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



Welcome Testy Member

Thursday, July 03, 2014

Service Positions July 2014

All Issues

All Durations

Available Action

Member Menu

[My Home Page](#)

[Member Profile](#)

[Service Agreements](#)

[Hour Logs](#)

[Service Accomplishments](#)

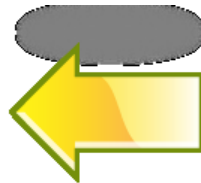
Service Positions & Events

[Service Partners & Service Positions](#)

[Training Events](#)

Campus

Service Partner	Service Position	Slots Available	Available To
Angela's Closet	Tutor	4	All Members



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.



Arkansas
Service Commission

[Home](#)[Settings](#)[Help](#)[Log Off](#)

Please Login Here

Email Address

Password

Whew.

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