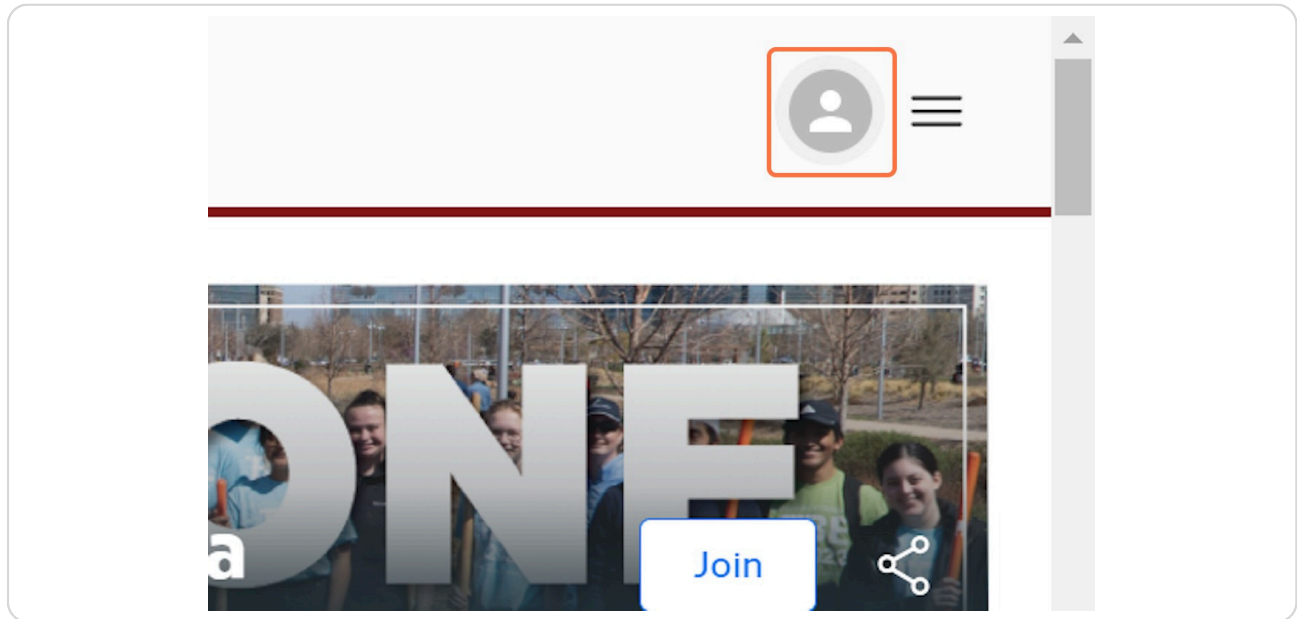


Logging Volunteer Hours on GivePulse

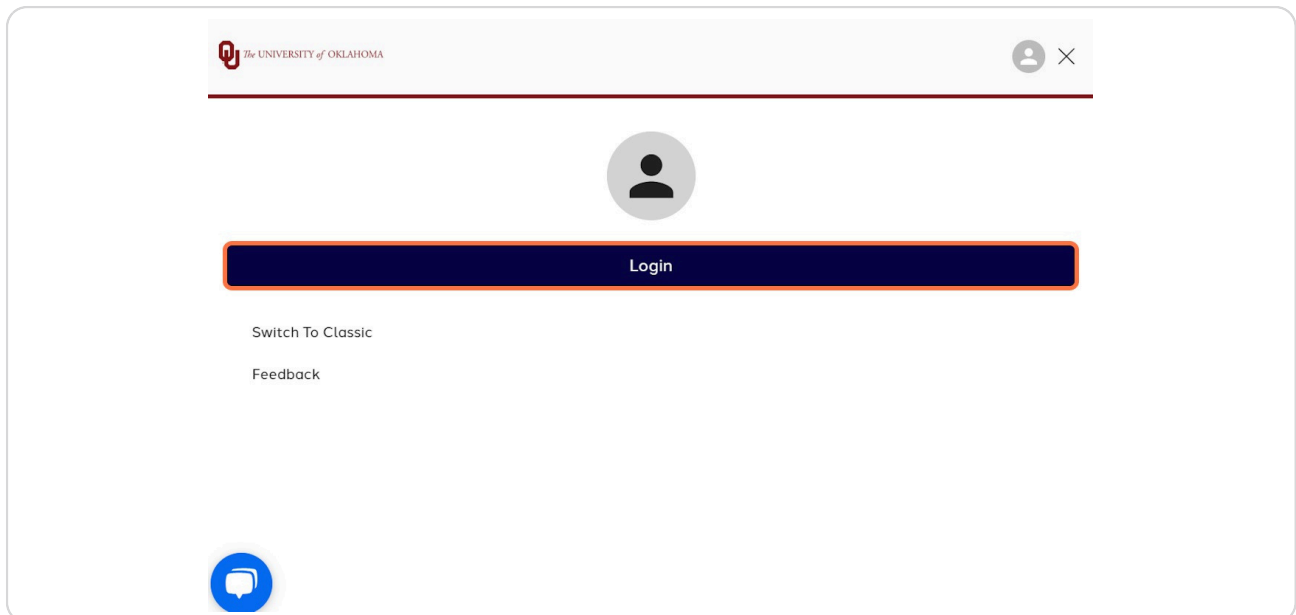
STEP 1

Go to ou.givepulse.com and click on the profile icon.



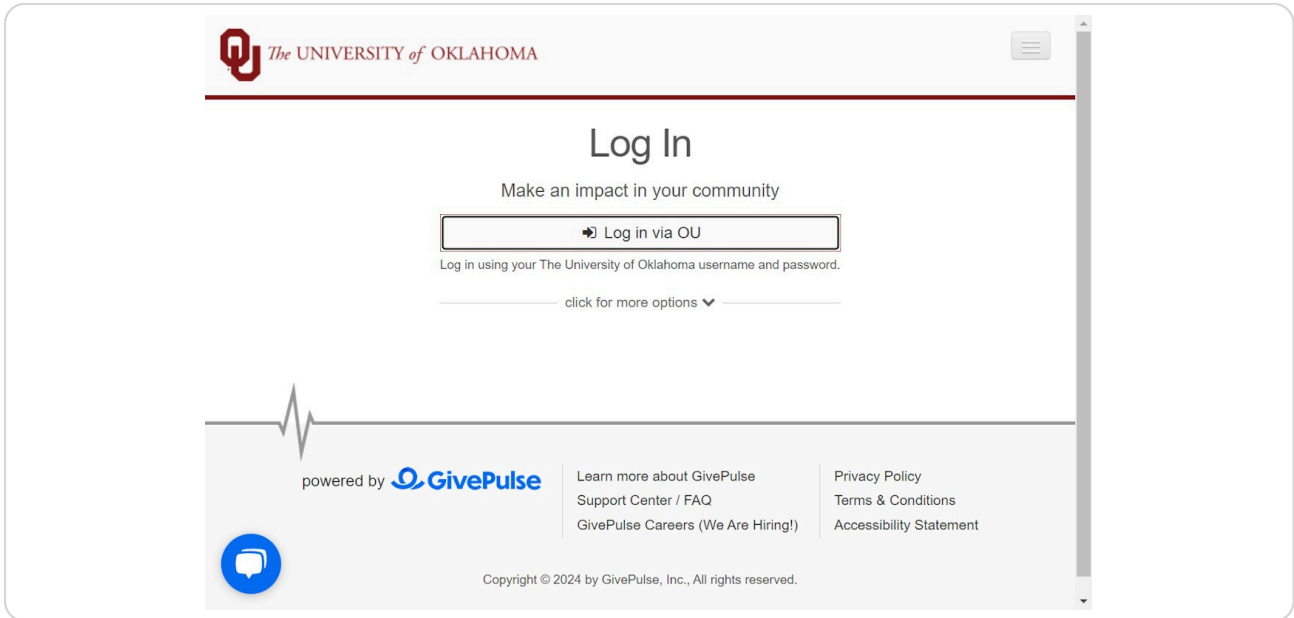
STEP 2

Click Login.



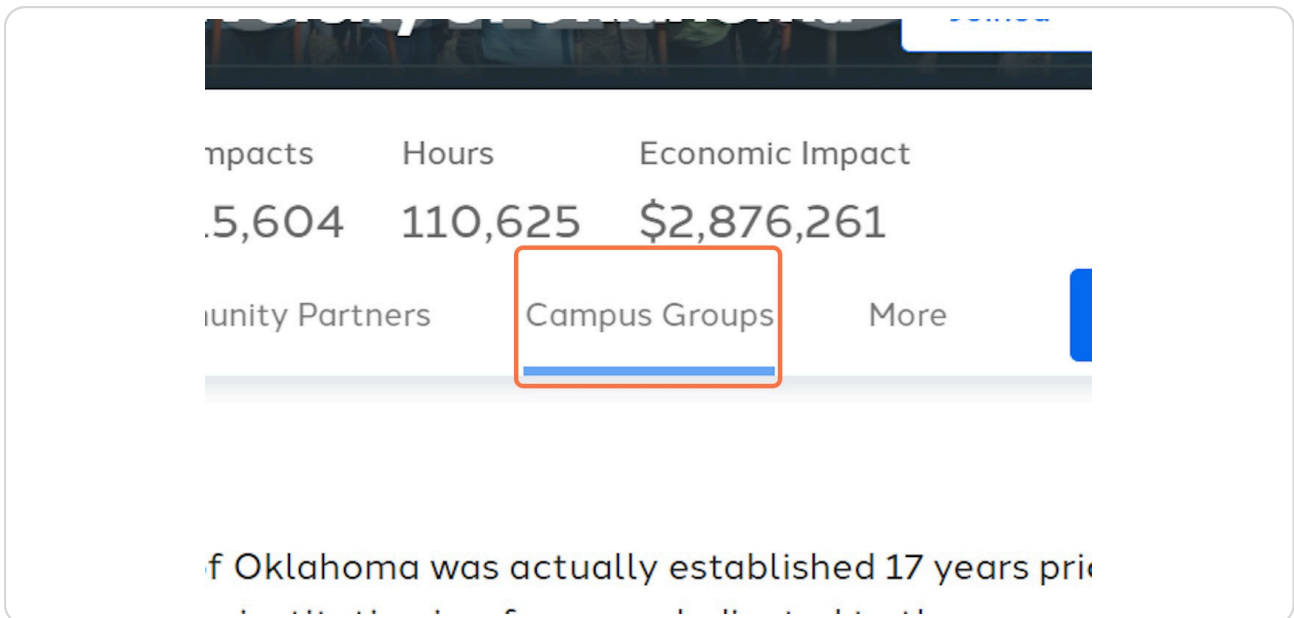
STEP 3

Select Log in via OU and enter your OUHSC credentials.



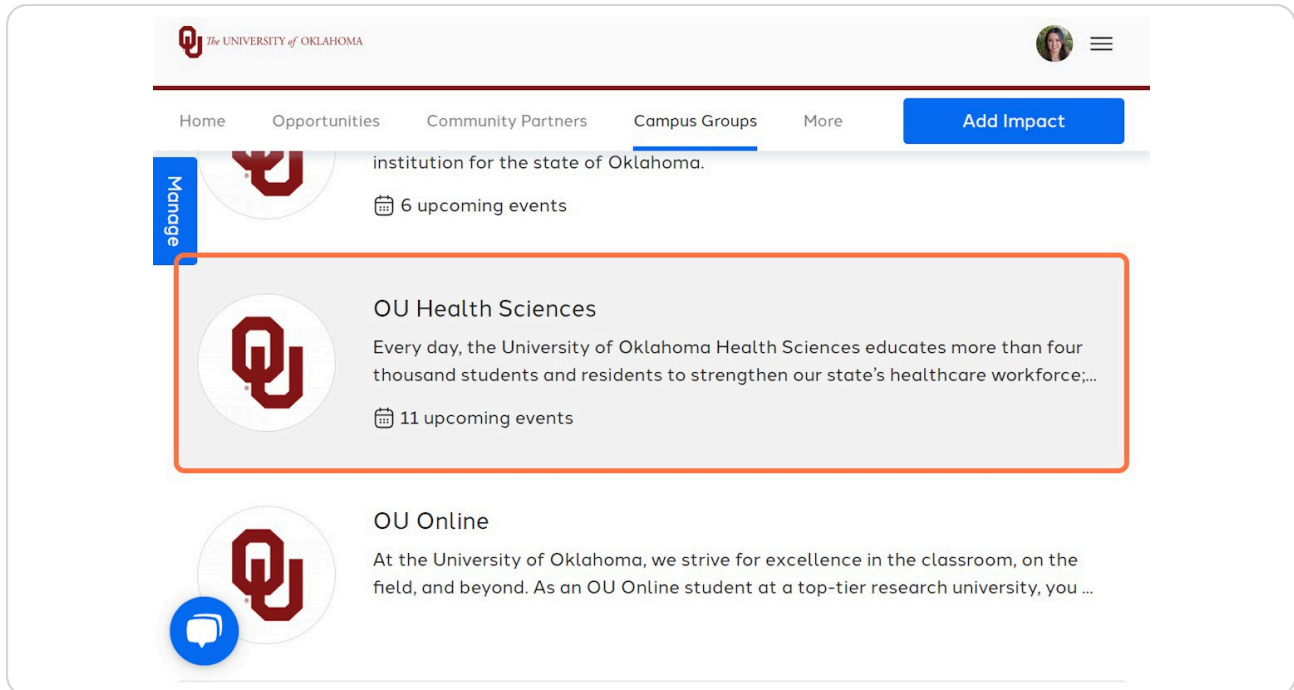
STEP 4

Once logged in, click on Campus Groups.



STEP 5

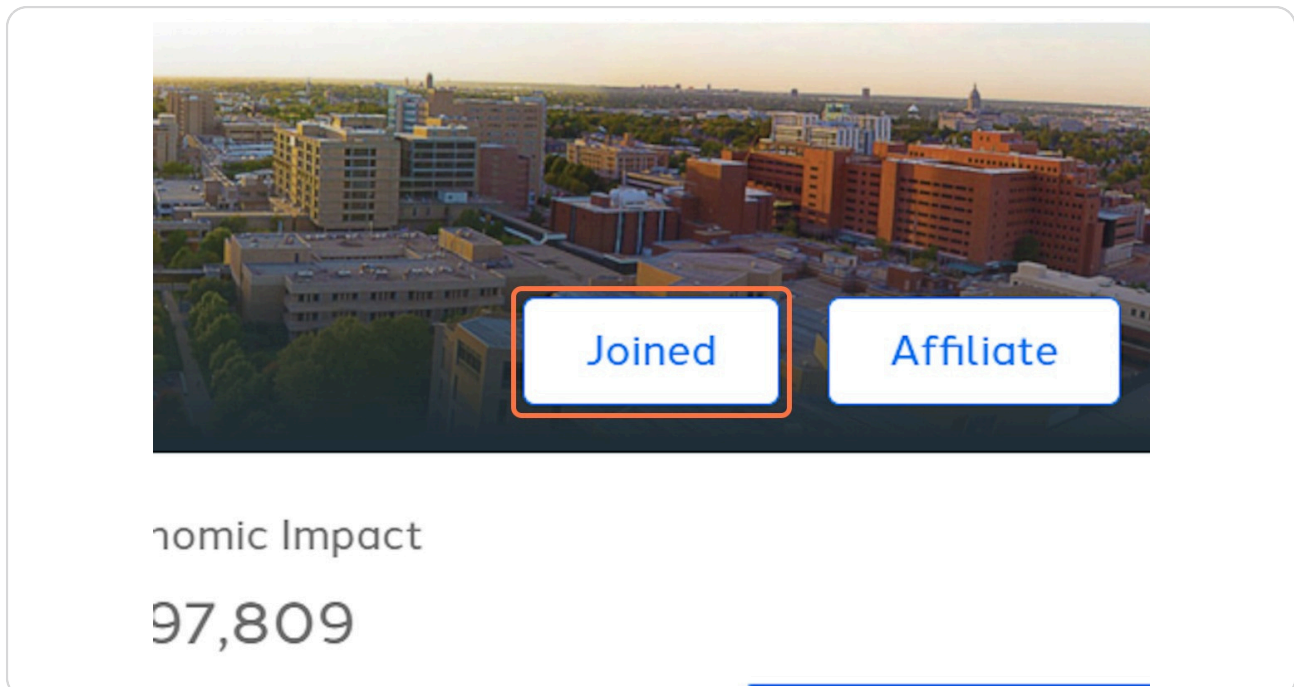
Under Campus Groups, select OU Health Sciences.



The screenshot shows the University of Oklahoma website's 'Campus Groups' page. The navigation bar includes 'Home', 'Opportunities', 'Community Partners', 'Campus Groups', and 'More', with an 'Add Impact' button. A 'Manage' sidebar is visible on the left. The main content area lists three groups: 'institution for the state of Oklahoma.' (6 upcoming events), 'OU Health Sciences' (11 upcoming events), and 'OU Online' (description: 'At the University of Oklahoma, we strive for excellence in the classroom, on the field, and beyond. As an OU Online student at a top-tier research university, you ...'). The 'OU Health Sciences' group is highlighted with a red border.

STEP 6

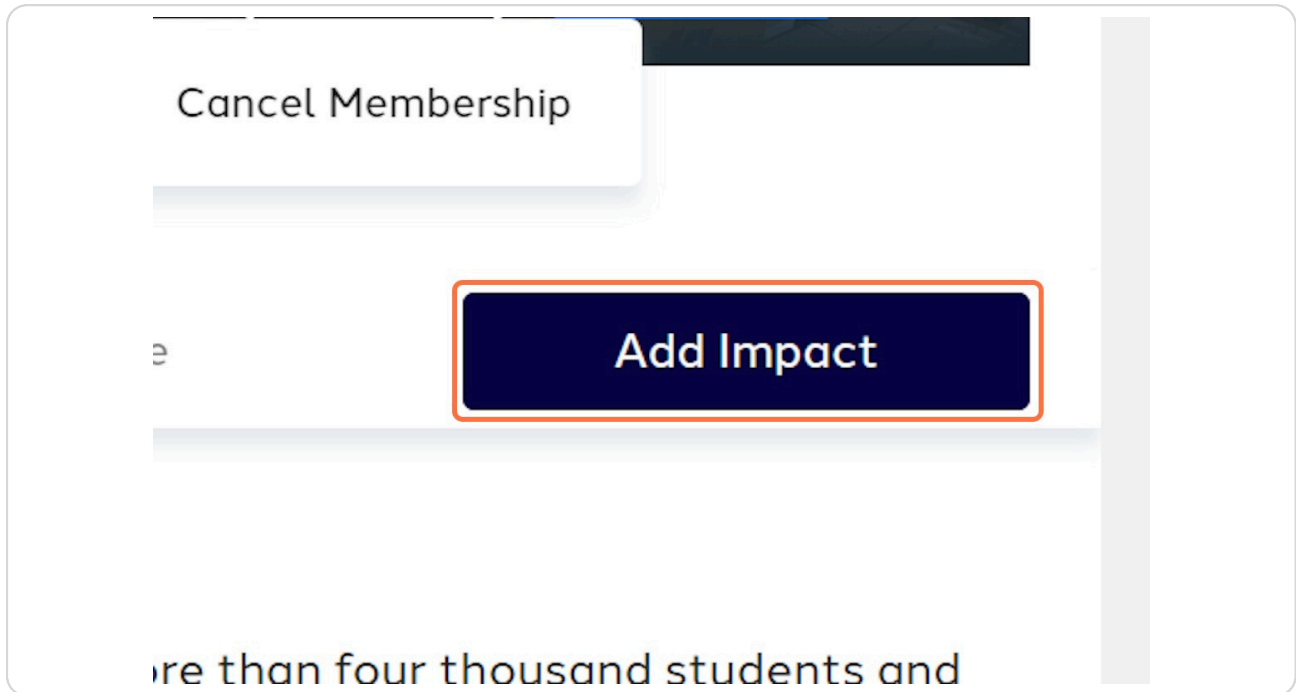
Make sure you have joined the OU Health Sciences GivePulse page. Feel free to join your college's GivePulse page as well. Each college's GivePulse page can be found in the OU Health Sciences page under Campus Groups.



The screenshot shows the GivePulse page for OU Health Sciences. The background is an aerial view of the university campus. Two buttons are visible: 'Joined' and 'Affiliate'. The 'Joined' button is highlighted with a red border. Below the buttons, the text 'Atomic Impact' is displayed, followed by the number '97,809'.

STEP 7

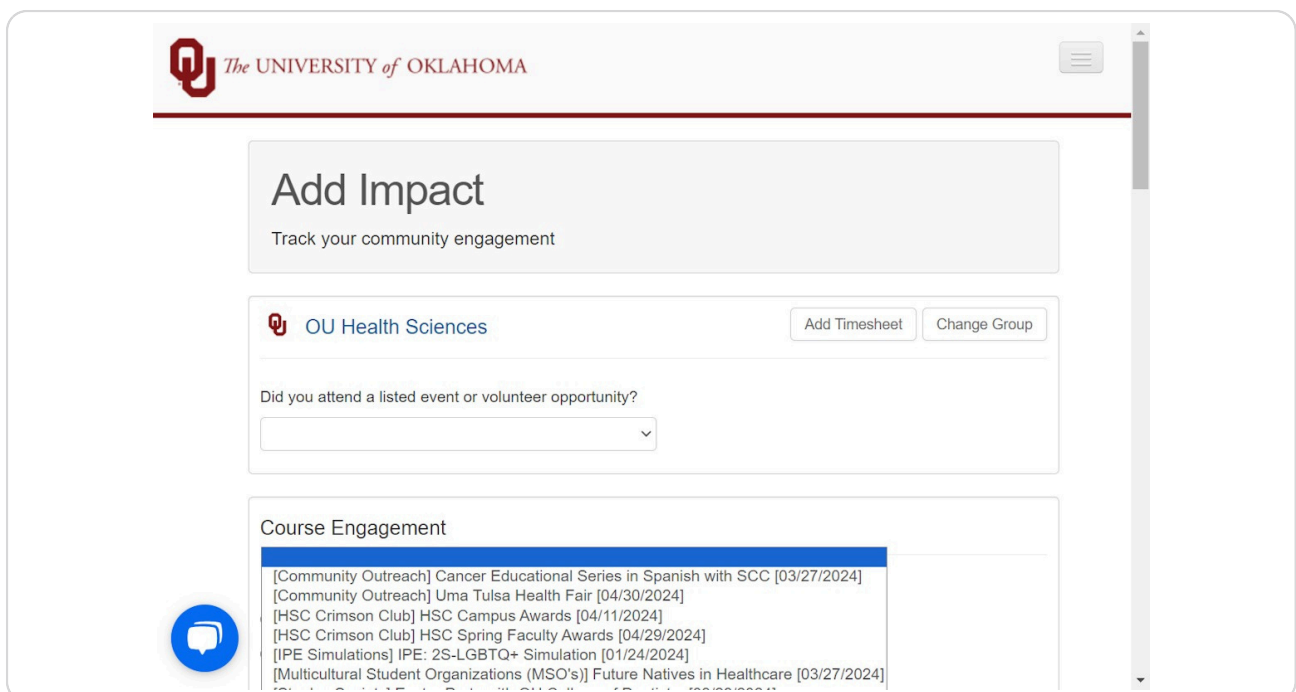
Click Add Impact.



STEP 8

If you attended an OU Health Sciences volunteer opportunity select it from the drop-down and complete the form. If the volunteer opportunity is NOT an option on the drop-down leave this blank and complete the form.

If you volunteered with an outside organization, skip to Step 11.



STEP 9

If you attended an OU Health Sciences volunteer opportunity, select a verifier from the drop-down list. If your verifier is not on the list, select [Click here to add contact info](#) and enter their information.

** A verifier is the person who can confirm your volunteer hours and is typically the organizer of the opportunity.

verification

Select Verifier*

Vanessa Contreras ▾

Missing from the list? [Click here to add contact info.](#)

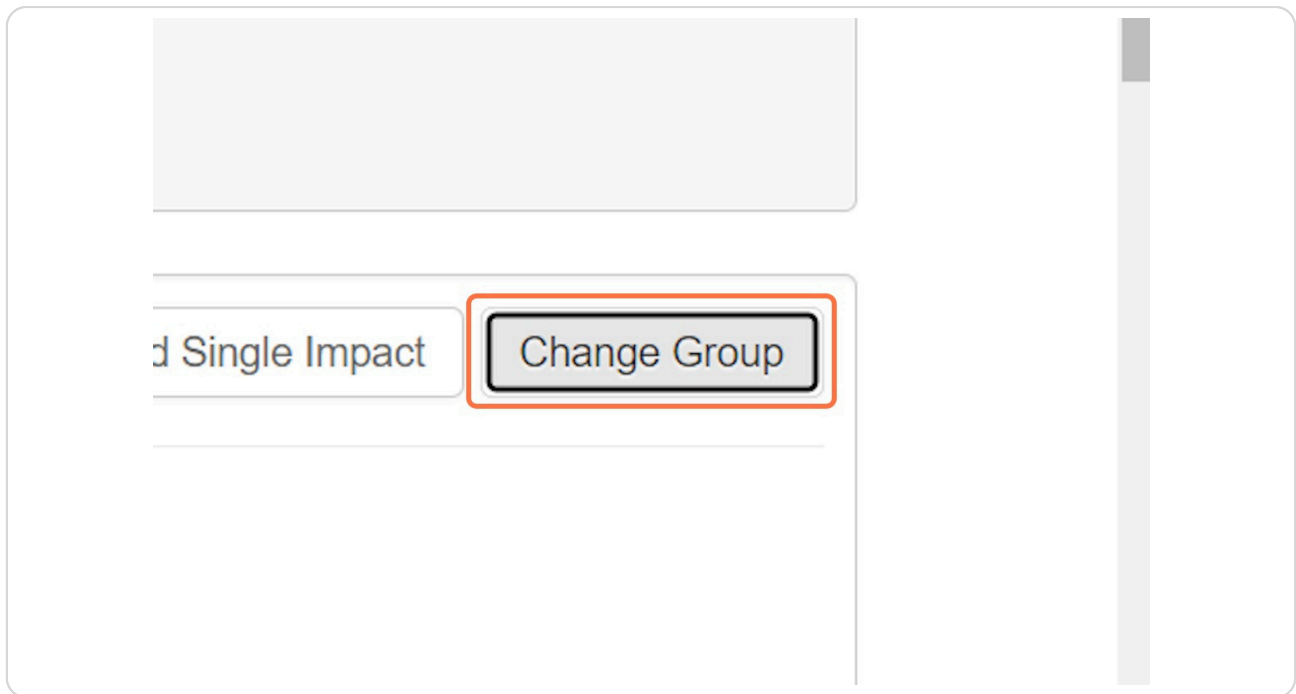
Date

STEP 10

Complete the form. Under Sharing and Privacy Settings, feel free to share your impact with your college (you must join their GivePulse page first). Once the form is completed, click on Add Impact and you are all done! Continue to the next steps if your volunteer hours were through an outside organization and to see other useful information.

STEP 11

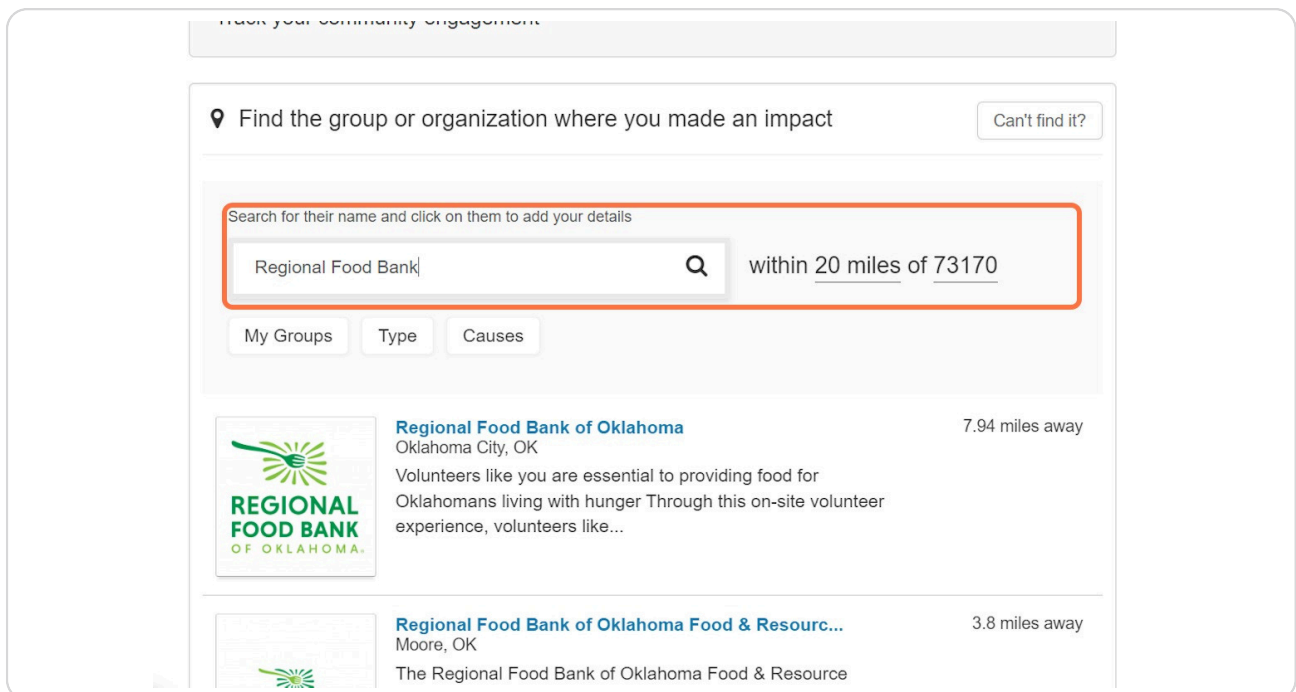
If your volunteer hours were through an outside organization, select Change Group.



A screenshot of a web form. At the top is a grey rectangular box. Below it are two buttons: 'Single Impact' and 'Change Group'. The 'Change Group' button is highlighted with a red rectangular border. To the right of the buttons is a vertical scrollbar.

STEP 12

Search for the organization you volunteered with, select it, fill in the information on the form, and skip to Step 15. If the organization does not pop up, continue to Step 13.



A screenshot of a search interface. At the top is a grey bar with the text 'Track your community engagement'. Below it is a search box with the text 'Find the group or organization where you made an impact' and a 'Can't find it?' button. The search box contains the text 'Regional Food Bank' and a search icon. Below the search box are three buttons: 'My Groups', 'Type', and 'Causes'. Below the buttons are two search results. The first result is for the 'Regional Food Bank of Oklahoma' in Oklahoma City, OK, 7.94 miles away. The second result is for the 'Regional Food Bank of Oklahoma Food & Resource...' in Moore, OK, 3.8 miles away.


Track your community engagement


Find the group or organization where you made an impact [Can't find it?](#)

Search for their name and click on them to add your details

Regional Food Bank within 20 miles of 73170

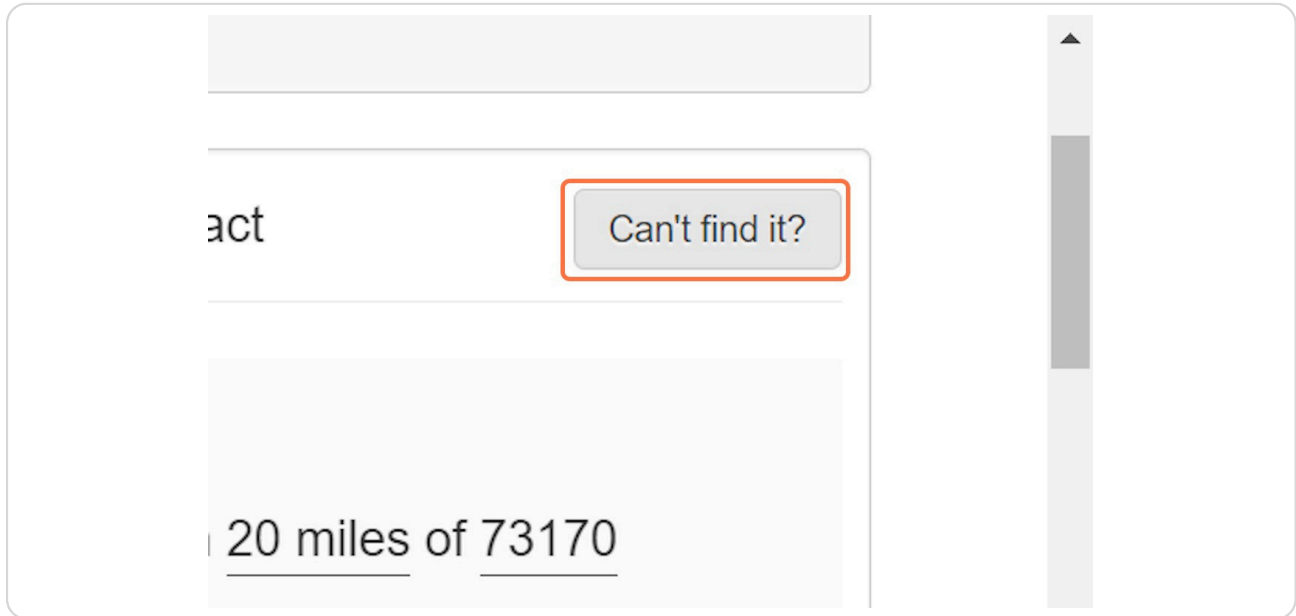
My Groups Type Causes

 **Regional Food Bank of Oklahoma** 7.94 miles away
Oklahoma City, OK
Volunteers like you are essential to providing food for Oklahomans living with hunger Through this on-site volunteer experience, volunteers like...

 **Regional Food Bank of Oklahoma Food & Resource...** 3.8 miles away
Moore, OK
The Regional Food Bank of Oklahoma Food & Resource

STEP 13

If you can't find the organization, click on Can't find it?



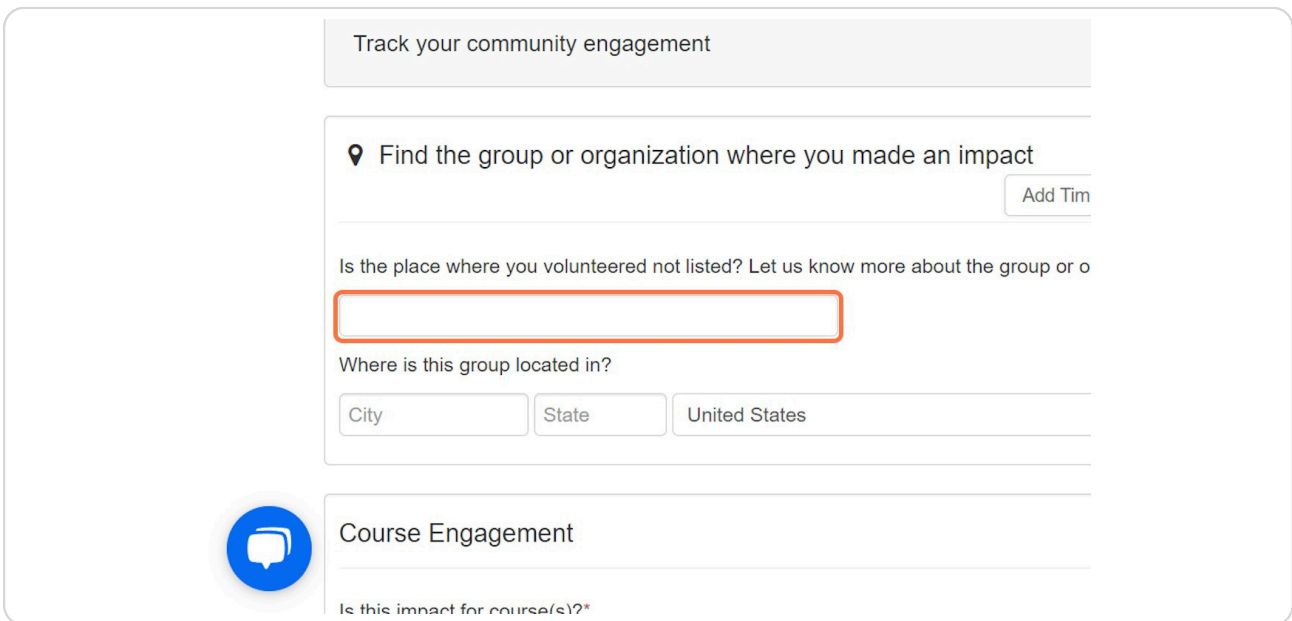
act

Can't find it?

20 miles of 73170

STEP 14

Complete the form with the organization's information.



Track your community engagement

Find the group or organization where you made an impact

Add Time

Is the place where you volunteered not listed? Let us know more about the group or o

Where is this group located in?

City State United States

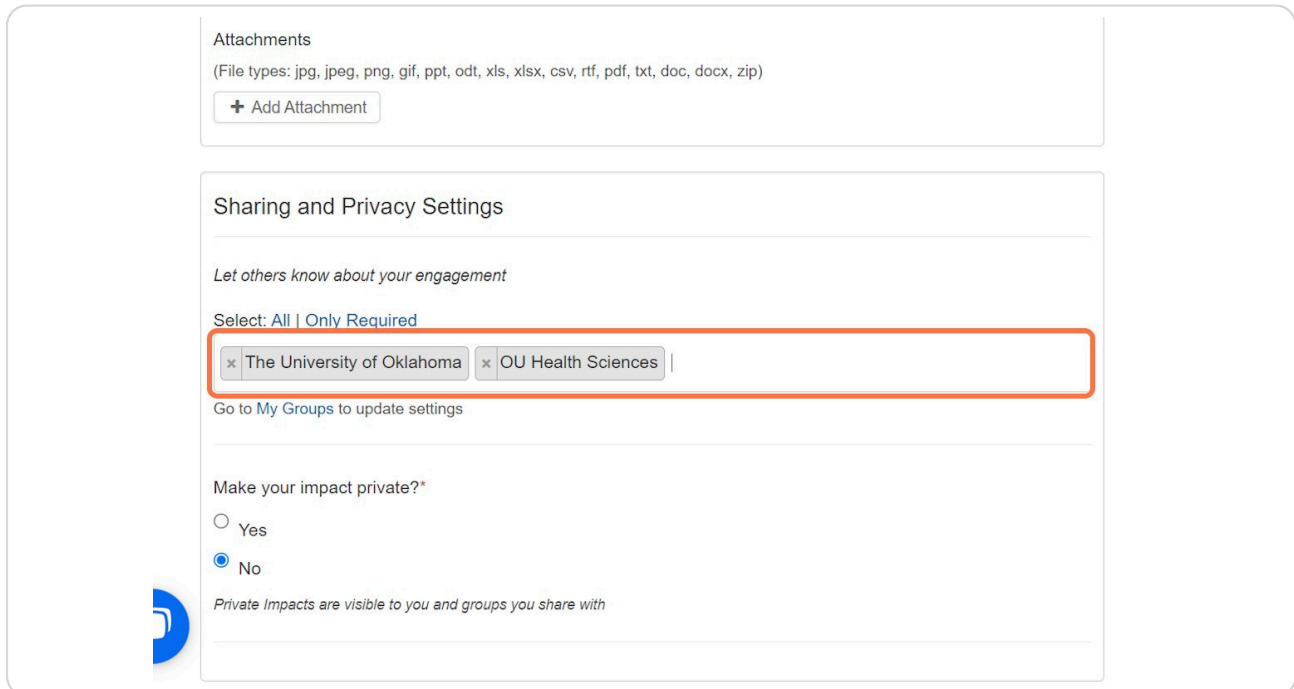
Course Engagement

Is this impact for course(s)?*

STEP 15

Under Sharing and Privacy Settings, make sure to add OU Health Sciences. Otherwise, your hours will not be logged under OUHSC. You can add your college as well.

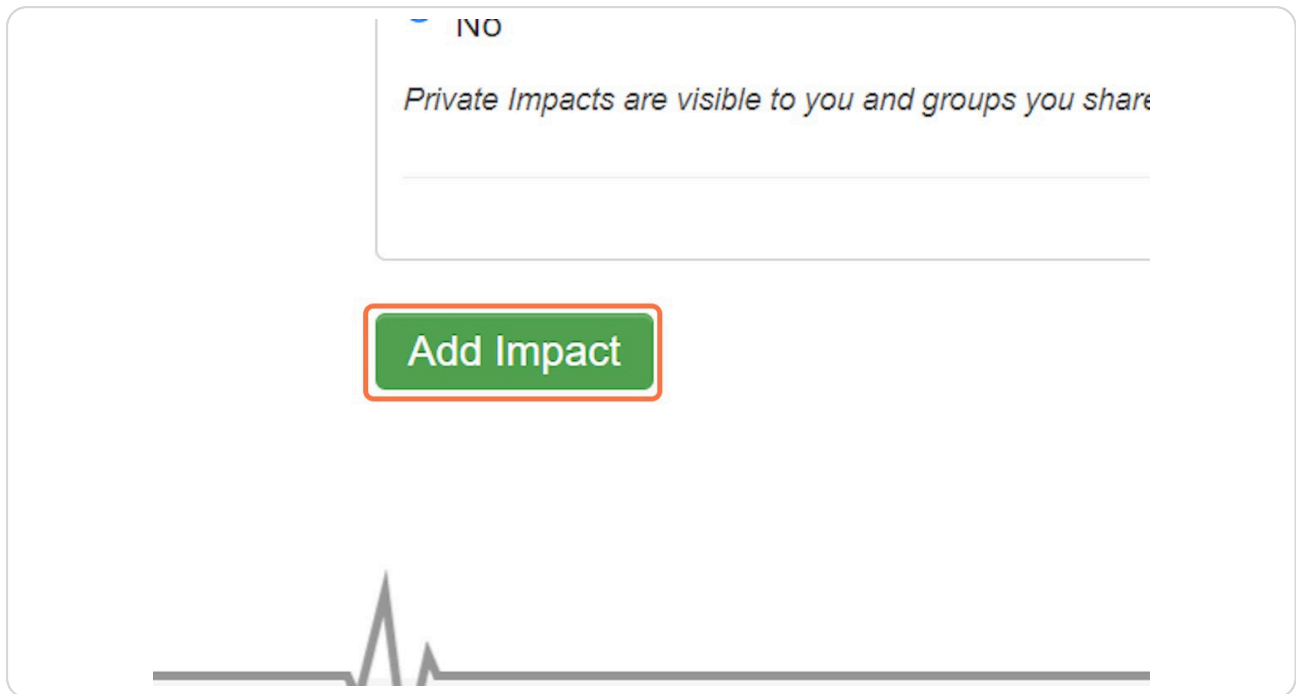
You must join the OU Health Sciences GivePulse page (Step 6) and your college's GivePulse page first in order to share your volunteer hours with them. Hours not shared with OU Health Sciences will not be visible on our end.



The screenshot shows the 'Sharing and Privacy Settings' section of a GivePulse profile. At the top, there is an 'Attachments' section with a list of supported file types (jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx, zip) and a '+ Add Attachment' button. Below this is the 'Sharing and Privacy Settings' section, which includes the instruction 'Let others know about your engagement' and a selection menu. The selection menu is currently set to 'All | Only Required' and contains two selected items: 'The University of Oklahoma' and 'OU Health Sciences', both with an 'x' icon to remove them. A red rectangular box highlights this selection area. Below the selection menu is a link that says 'Go to My Groups to update settings'. At the bottom of the settings section, there is a question 'Make your impact private?*' with two radio button options: 'Yes' (unselected) and 'No' (selected). Below the radio buttons is a note: 'Private Impacts are visible to you and groups you share with'. On the left side of the settings panel, there is a blue circular icon with a white 'D' shape inside.

STEP 16

Once you have completed the form, click on Add Impact and you are all done!



NO

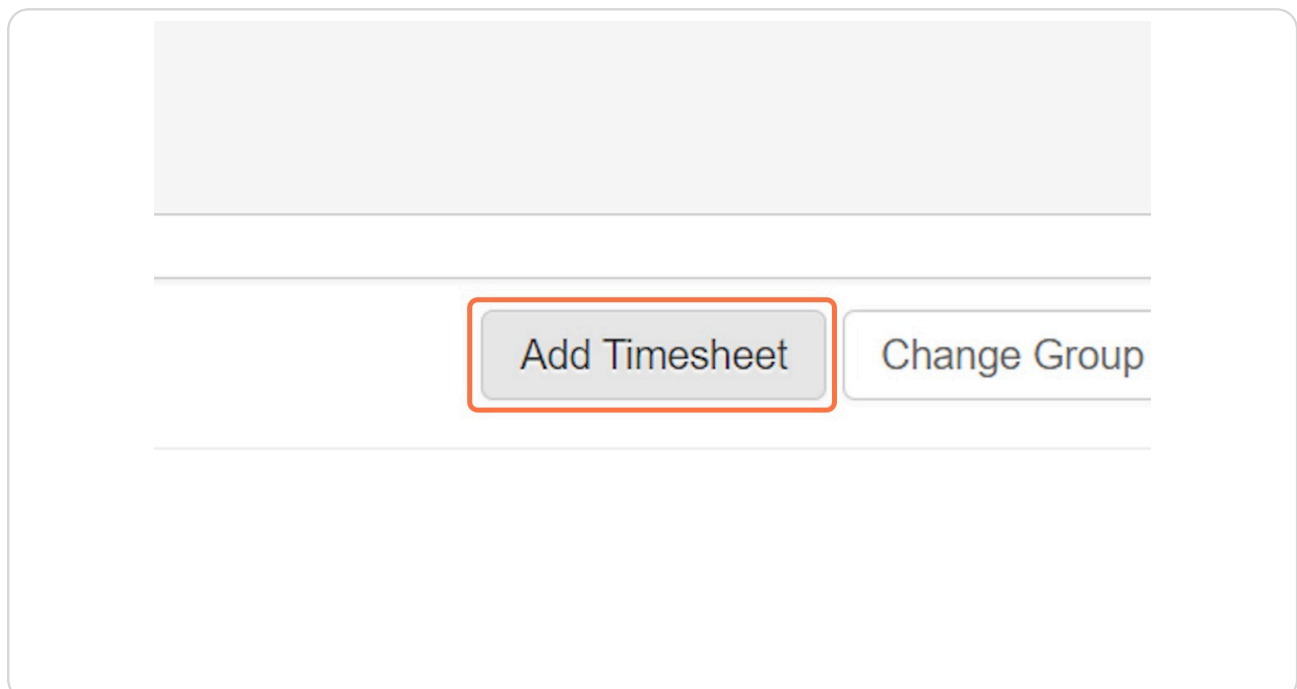
Private Impacts are visible to you and groups you share

Add Impact

The screenshot shows a form with a dropdown menu set to 'NO'. Below it is a text input field with the placeholder text 'Private Impacts are visible to you and groups you share'. A green button with the text 'Add Impact' is highlighted with a red border. At the bottom of the form, there is a decorative graphic consisting of a horizontal line with a small peak in the center.

Other Useful Information

If you are logging recurring volunteer hours, use the Add Timesheet button found at the top of the impact form. This will allow you to only make one entry for recurring volunteer hours while still allowing you to add multiple dates and times.



Add Timesheet

Change Group

The screenshot shows a form with a large grey rectangular area at the top. Below this area, there are two buttons: 'Add Timesheet' and 'Change Group'. The 'Add Timesheet' button is highlighted with a red border. The 'Change Group' button is a simple text button.