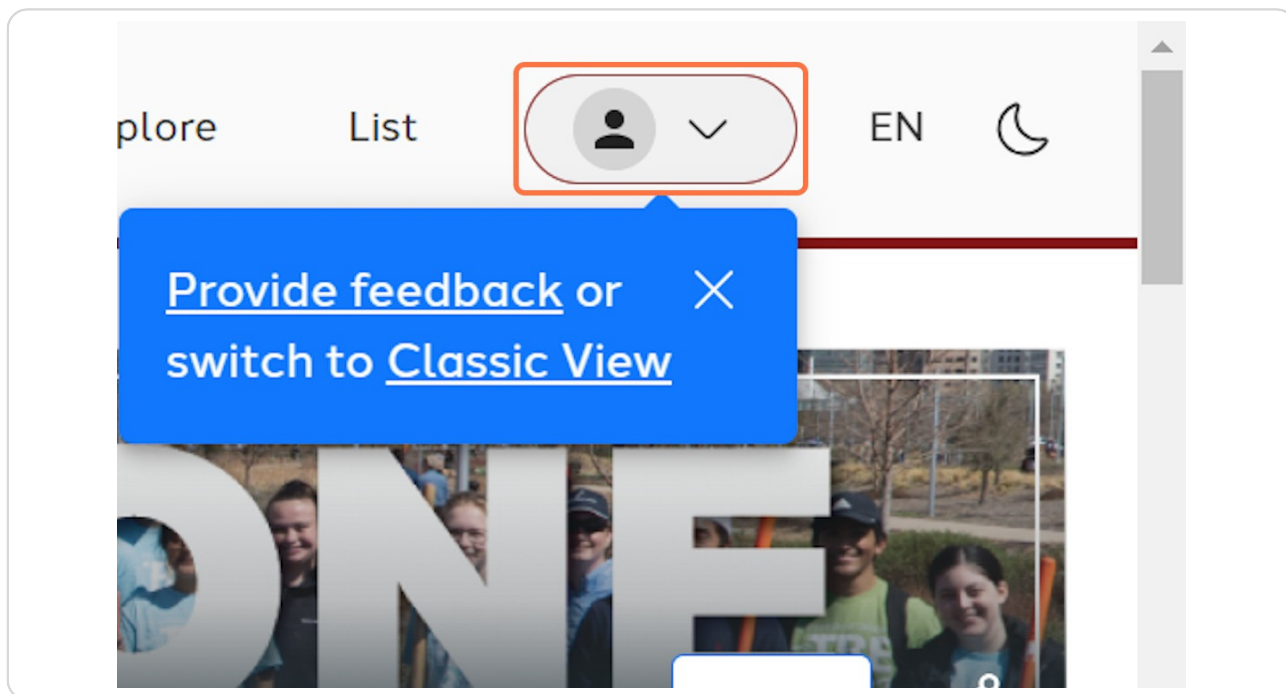


Logging Volunteer Hours on GivePulse

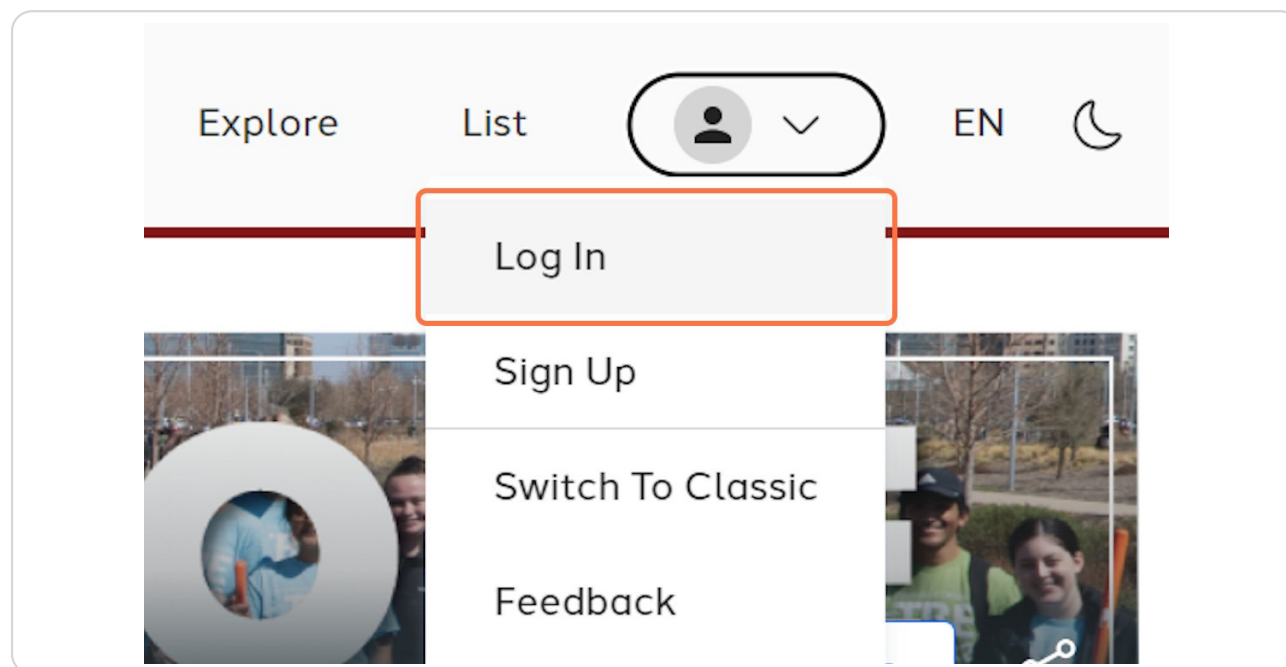
STEP 1

Go to ou.givepulse.com and click on Profile Menu.



STEP 2

Click Log In.





STEP 3


Click on Single Sign On (SSO).

Log in using your The University of Oklahoma username and password.

or

 Log in with Facebook

 Log in with Google

 Single Sign On (SSO)

Find Your Login Provider


Login


Clear


Cancel

STEP 4

Type "University of Oklahoma" and login with your OUHSC credentials.

 Log in with Facebook

 Log in with Google

 Single Sign On (SSO)

University of Oklahoma

The University of Oklahoma

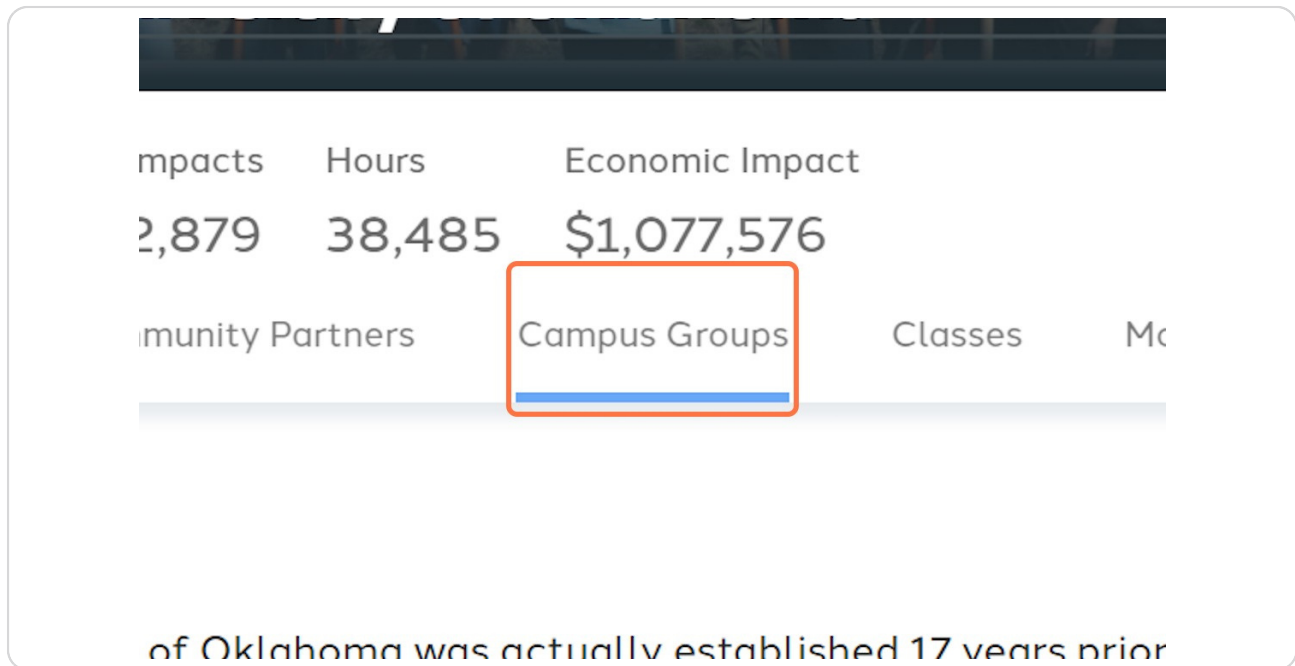
Login

Clear

Cancel

STEP 5

Once logged in, click on Campus Groups.



The screenshot shows a dashboard with the following statistics:

Impacts	Hours	Economic Impact
2,879	38,485	\$1,077,576

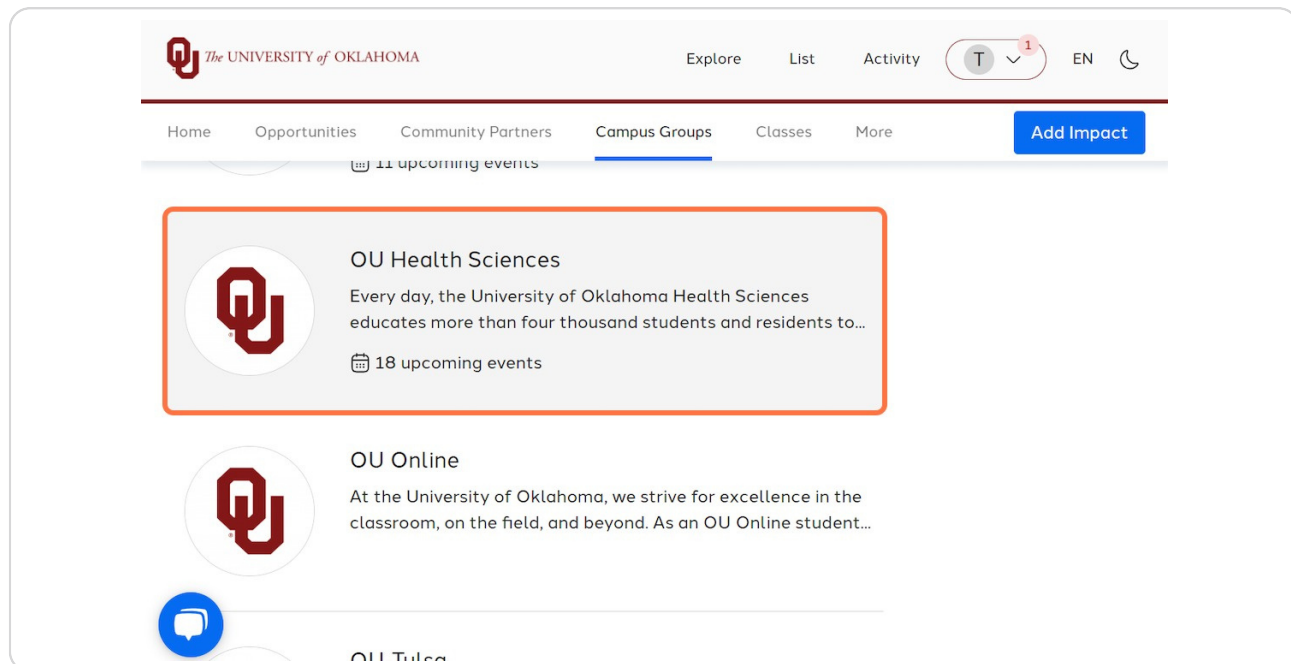
Below the statistics is a navigation menu with the following items:

- Community Partners
- Campus Groups (highlighted with an orange box)
- Classes
- More

At the bottom of the dashboard, there is a partial sentence: "of Oklahoma was actually established 17 years prior".

STEP 6

Under Campus Groups, select OU Health Sciences.



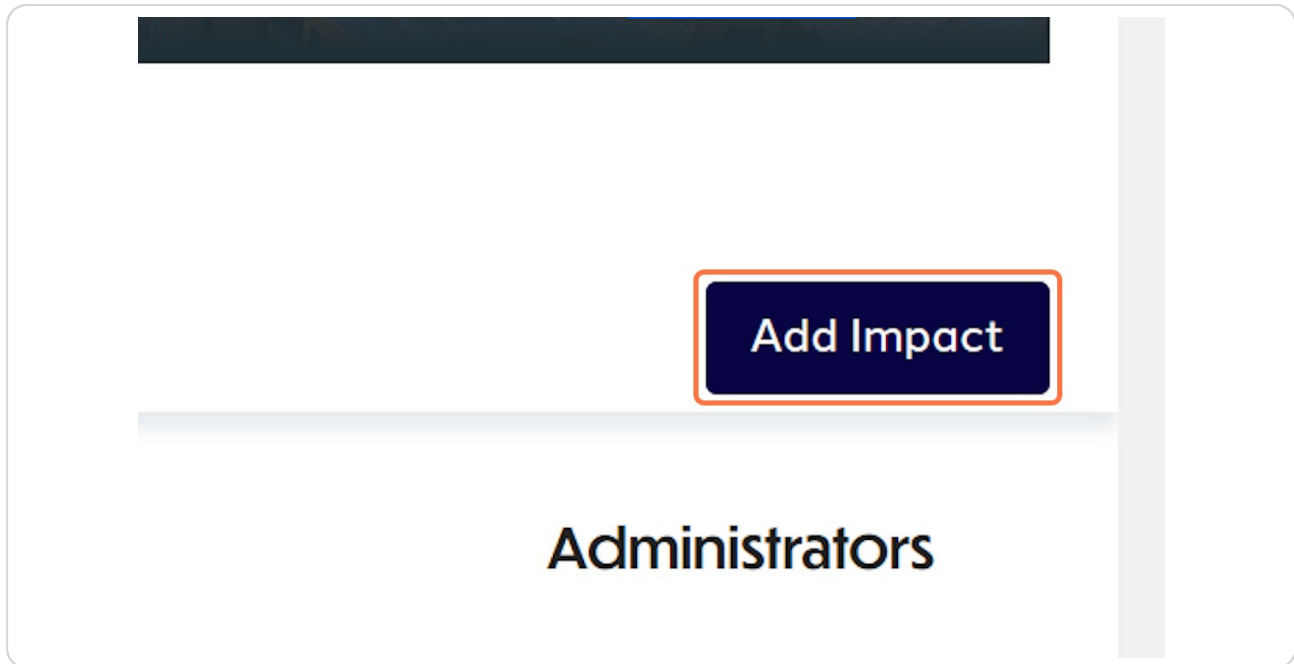
The screenshot shows the 'Campus Groups' page of the University of Oklahoma. The page has a header with the University of Oklahoma logo and navigation links: Explore, List, Activity, and a user profile dropdown (T) with a notification badge (1). Below the header is a navigation bar with the following items:

- Home
- Opportunities
- Community Partners
- Campus Groups (highlighted with an orange box)
- Classes
- More
- Add Impact (button)

Below the navigation bar, there is a list of campus groups. The first group, 'OU Health Sciences', is highlighted with an orange box. It features the OU logo, the text 'OU Health Sciences', a description 'Every day, the University of Oklahoma Health Sciences educates more than four thousand students and residents to...', and a calendar icon with the text '18 upcoming events'. Below this, there is a partial view of the 'OU Online' group, which also features the OU logo and a description 'At the University of Oklahoma, we strive for excellence in the classroom, on the field, and beyond. As an OU Online student...'. At the bottom left, there is a blue speech bubble icon and the text 'OU Tulsa'.

STEP 7

Click on Add Impact.



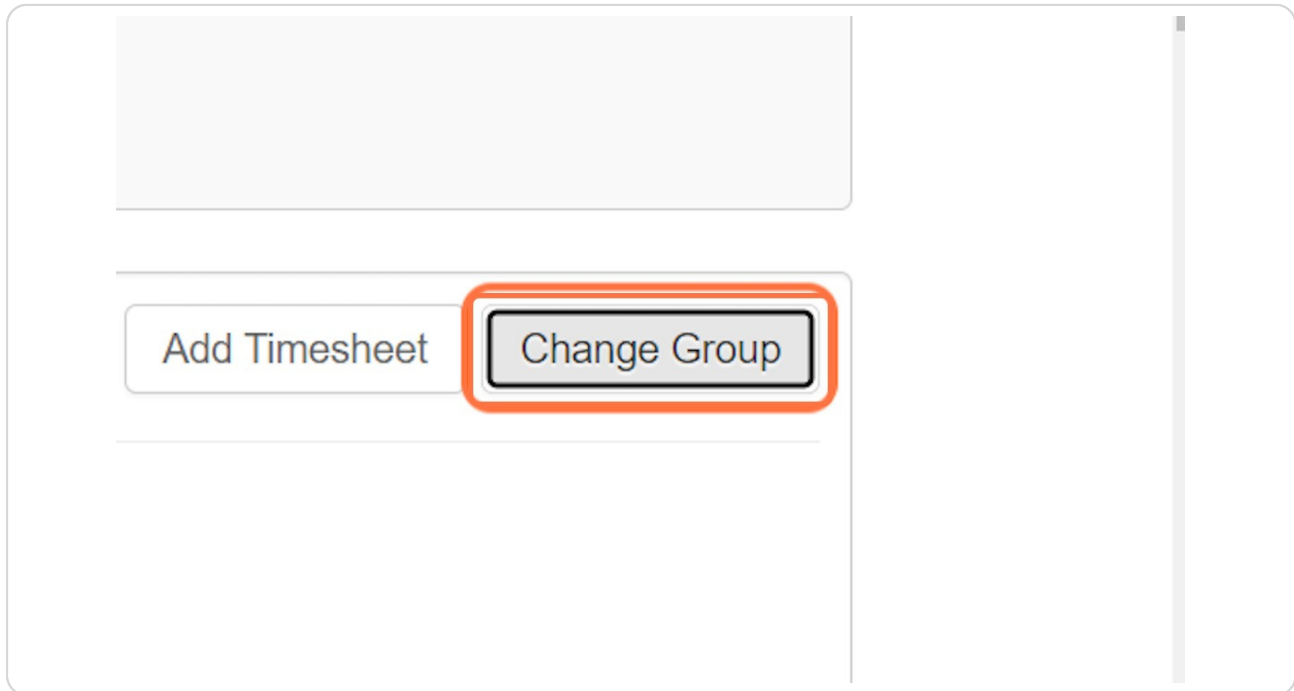
STEP 8

If you attended an OUHSC volunteer opportunity select it and complete the form.

A screenshot of a web form titled 'Add Impact' on The University of Oklahoma website. The header shows the university's logo and name. The form has a light grey background. At the top, the title 'Add Impact' is followed by the subtitle 'Track your community engagement'. Below this, there is a section for 'OU Health Sciences' with a red 'OU' logo. To the right of this section are two buttons: 'Add Timesheet' and 'Change Group'. Below the 'OU Health Sciences' section, there is a question: 'Did you attend a listed event or volunteer opportunity?'. Underneath the question is a red-outlined dropdown menu with a downward arrow.

STEP 9

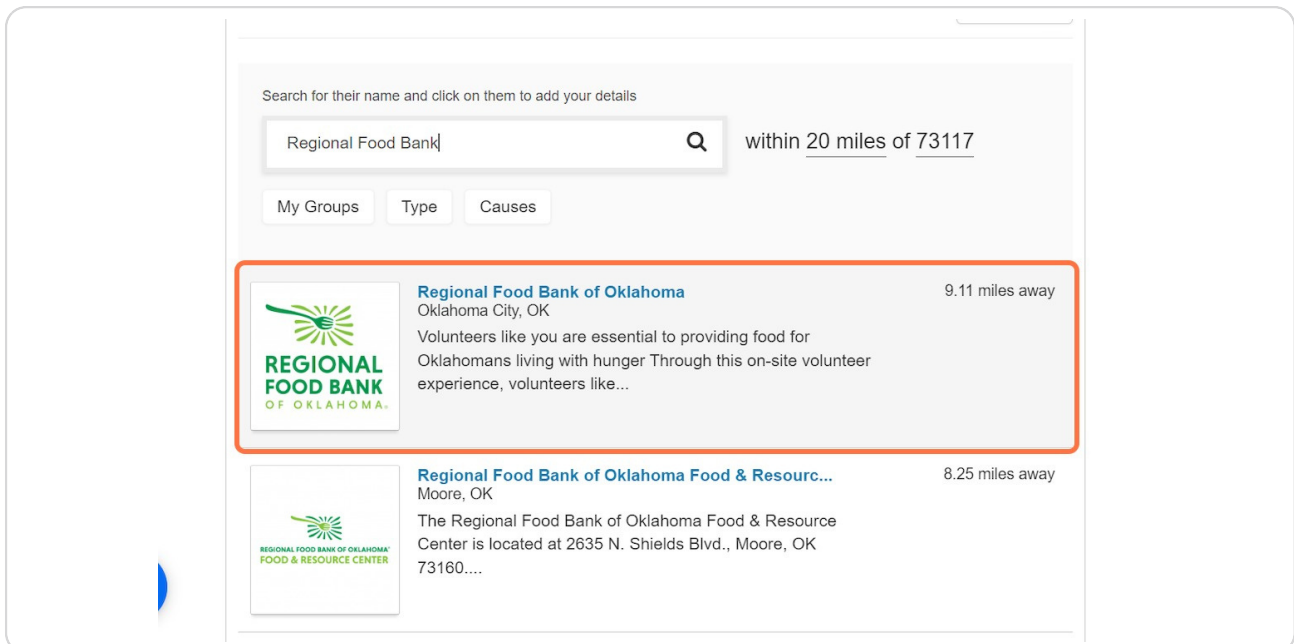
If you did not attend an OUHSC volunteer opportunity select Change Group.



The screenshot shows a user interface with two buttons. The first button is labeled "Add Timesheet". The second button, labeled "Change Group", is highlighted with a thick orange border. Above the buttons is a large, empty rectangular box. To the right of the buttons is a vertical scrollbar.

STEP 10

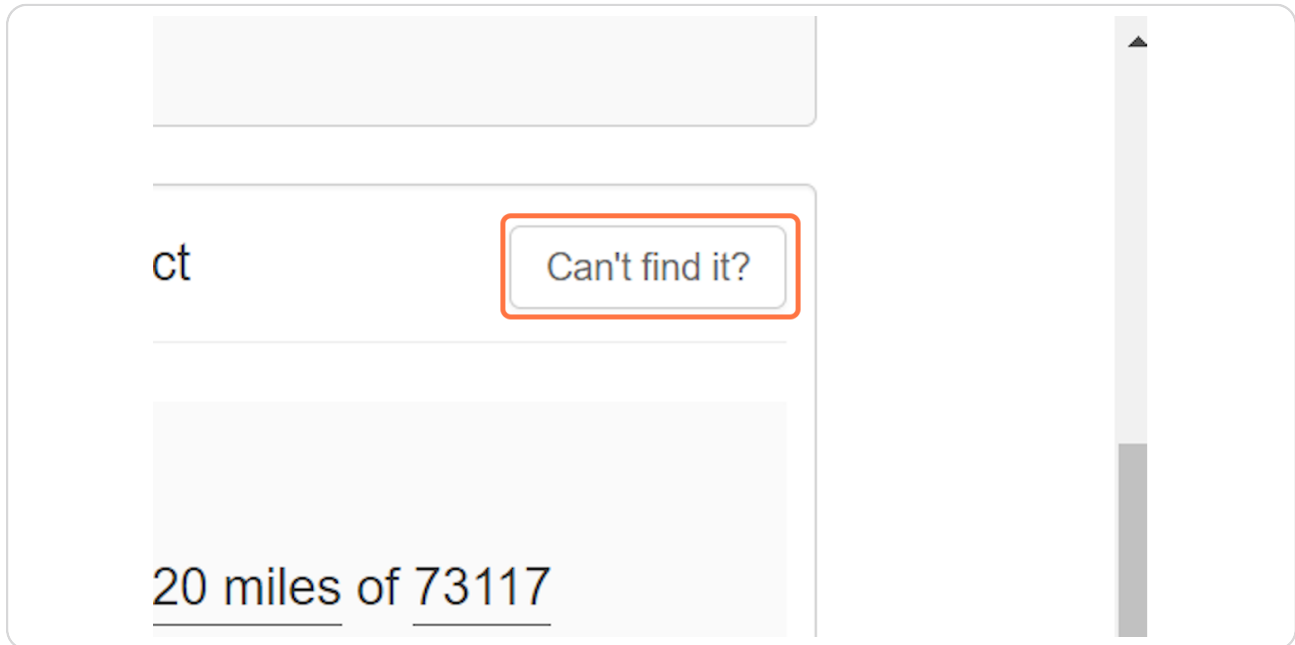
Search for the organization you volunteered with, select it, fill in the information on the form, and skip to Step 13.



The screenshot shows a search interface. At the top, there is a search bar with the text "Regional Food Bank" and a magnifying glass icon. To the right of the search bar, it says "within 20 miles of 73117". Below the search bar, there are three tabs: "My Groups", "Type", and "Causes". Below the tabs, there are two search results. The first result is highlighted with an orange border. It features the logo of the "REGIONAL FOOD BANK OF OKLAHOMA" and the text "Regional Food Bank of Oklahoma", "Oklahoma City, OK", and "9.11 miles away". The second result is partially visible below the first, showing the logo of the "REGIONAL FOOD BANK OF OKLAHOMA FOOD & RESOURCE CENTER" and the text "Regional Food Bank of Oklahoma Food & Resource...", "Moore, OK", and "8.25 miles away".

STEP 11

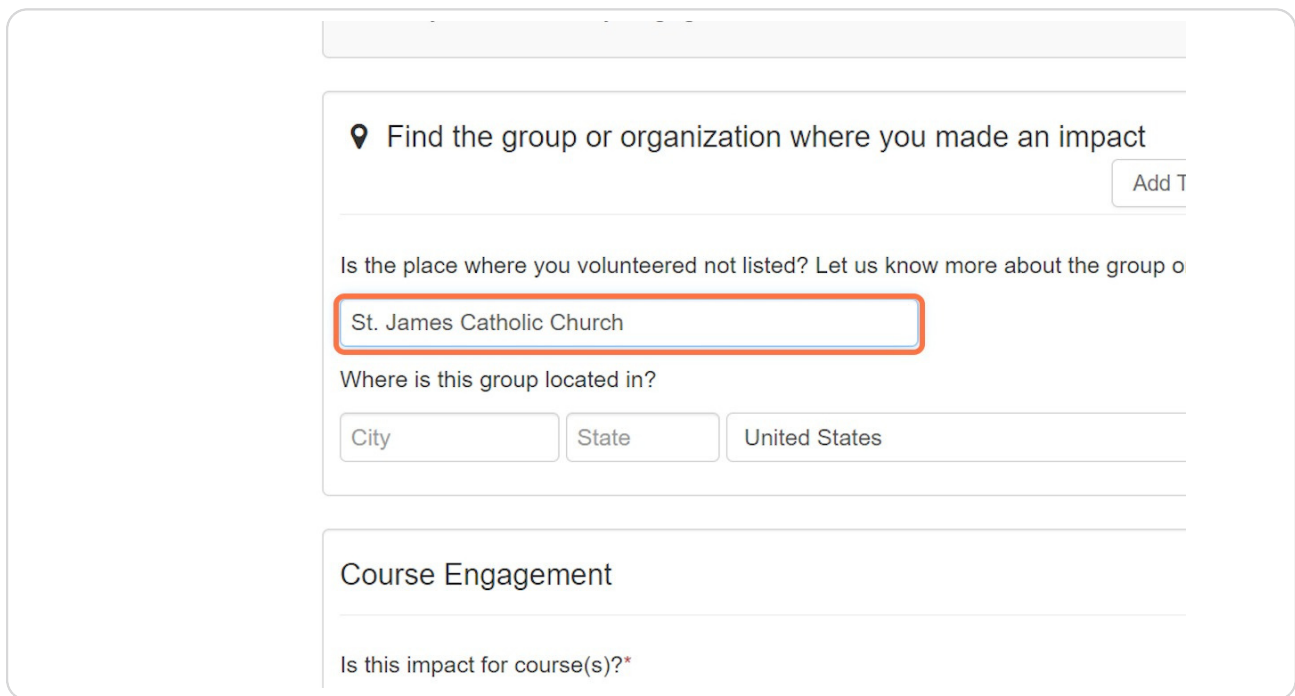
If you can't find the organization, click on Can't find it?



A screenshot of a search interface. At the top is a light gray rectangular input field. Below it, the text "ct" is visible. To the right of "ct" is a button with a red border containing the text "Can't find it?". Below "ct" is another light gray rectangular input field. At the bottom, the text "20 miles of 73117" is displayed. On the right side of the interface is a vertical scrollbar.

STEP 12

Complete the form with the organization's information.



A screenshot of a form for Step 12. The form is titled "Find the group or organization where you made an impact" with a location pin icon. Below the title is a button labeled "Add T". The text "Is the place where you volunteered not listed? Let us know more about the group o" is followed by a text input field containing "St. James Catholic Church", which is highlighted with a red border. Below this is the question "Where is this group located in?". There are three input fields: "City", "State", and "United States". Below these is a section titled "Course Engagement" with a text input field. At the bottom is the question "Is this impact for course(s)?*".

STEP 13

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

*Make sure you have joined the OU Health Sciences GivePulse page (<https://givepul.se/yme653>). If you don't, you will not be able to add OUHSC to your impact.

(File types: jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx, zip)

+ Add Attachment

Sharing and Privacy Settings

Let others know about your engagement

Select: All | Only Required

x The University of Oklahoma

- The University of Oklahoma
- HSC Student Affairs
- Multicultural Student Organizations (MSO's)
- Muslim Health Professional Student Association
- OU Health Sciences**

Private Impacts are visible to you and groups you share with

STEP 14

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

Private Impacts are visible to you and groups you st

Add Impact