NobleHour
Logging Hours listed as an Opportunity in the system

- Go to the President’s website http://www.memphis.edu/presweb/
- Click “Year of Service Initiative”

- Click “Log In”
- Enter email address and password
- Click “Log In"

- Click on “Opportunities” tab
• Select the Opportunity that you participated in

• Click “Sign Me Up”
• If desired, enter phone and optional information
• Click “Sign Me Up”

• Close (X) out of the “Success” message if it doesn’t go away

• Click “Track Hours”
Select Group either:
  o From "my current crediting groups"
  o Or from list at bottom

This is where you want your hours to be credited. (i.e. if you are on scholarship and want these hours to apply to your scholarship requirement, click "Scholarship Students")

You cannot select more than one crediting group unless you split the hours (i.e. if you did 3 hours, credit 1.5 hours each to two groups.)

If you apply all hours to one group, there are still ways that a second group can see your hours later, but they will not be credited to that group.

If you need hours for scholarship, we recommend crediting that group first.
- Review to ensure information is correct and Click "Submit"

Add Daily Hours

- Select the Date that you did the service
- Select the Start Time and End Time by sliding the buttons, or typing times in the boxes
- If required, complete “Task” and “Pay”
- If required, complete Work Reflection
- Click “+Add”
- Review the “Unsubmitted Hours” at bottom of page.
- If Accurate, click “Submit” in the lower right-hand corner of the box.

Submit hours review
- If necessary, provide “Additional Notes”.
- Type your Full Name and ✓ the box to agree that you have reviewed the hours and have not falsified information.
- Click “Submit”.

Done!