NobleHour
Logging Hours NOT 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 “Hour Tracking” tab
• **Select Group** either:
  - From "my current crediting groups"
  - 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.
- under Select Opportunity
  - Type in the information for the organization with which you volunteered.
  - Click "Submit"

- If the organization does not show up in the system, your screen will look like this.
- Click "Option 3: I can't find my organization"
• Enter the information as requested and click “Submit Opportunity Info”.

• Review the information 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.
under 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!
Credit submitted hours

Submitted by Angie Norwood

Next Steps for Serviced Organization
1. Check that the times and hours entered are correct.
2. Access Angie Norwood’s performance in the 64 category (this will be on the last page).
3. Fill out your contact information if there are any questions about these hours.
4. Sign and date form and return to Angie Norwood.

Next Steps for Credit Group
1. Log into myNoleHour.com.
2. Navigate to My Tracking tab, click Verify and Credit Hours and Respond to Angie Norwood’s submission.
3. To mark this as Completed, follow the instructions on that page.