

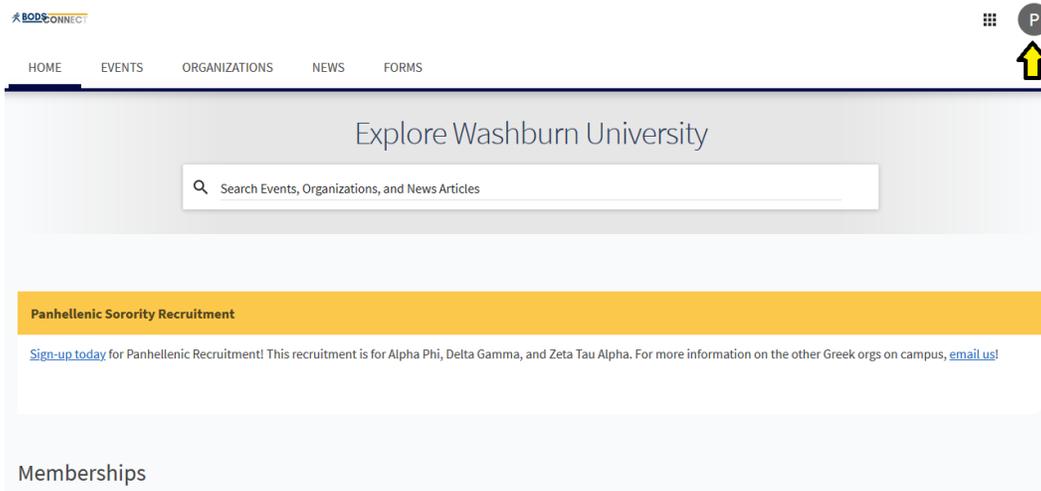
# How to submit service hours on Bods Connect

## Step-by-step guide

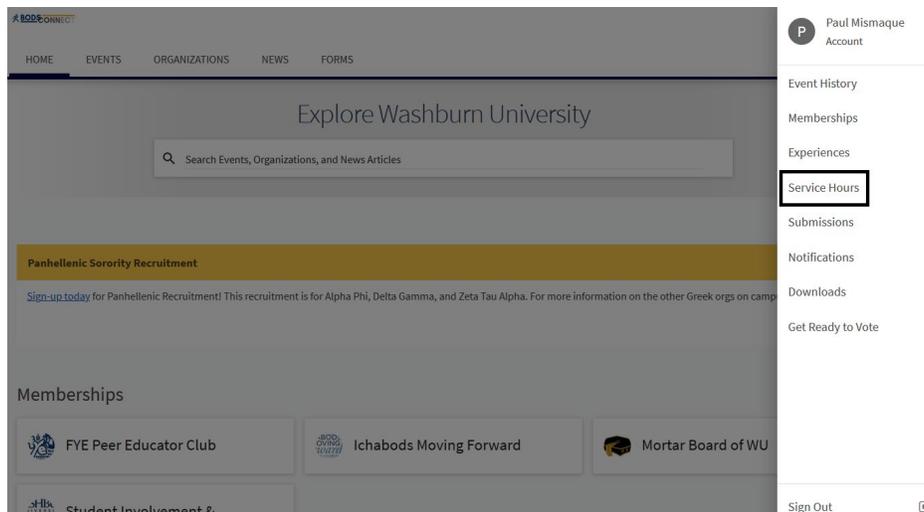
Go to Bods Connect at [www.washburn.edu/bodsconnect](http://www.washburn.edu/bodsconnect)

Log into Bods Connect using your single sign on (Washburn Username and password).

Once you are logged in, click on the circle located on the top left corner.



**A panel will appear. Please select “Service Hours”.**



**On this next screen, you will have different types of information such as Pending hours, Approved hours and Denied hours.**

**You can click on “+Add Service Hours”**

My Service Hours

August 26, 2020 - September 02, 2020

WEEK MONTH 3 MONTHS CUSTOM

Zero PENDING HOURS      Zero APPROVED HOURS      Zero DENIED HOURS

PENDING APPROVED DENIED

Search

Select	Organization	Date	Description	Duration	Action
There is no data available.					

**Select the correct student organization, enter a description, a date, the total hours and minutes and the verification email. The verification contact will be the person in charge of volunteering/engagement in your organization.**

Add Service Hours

Fields marked with an asterisk (\*) are required.

\*Organization  
Select Organization

\*Description

\*Date

\*Hours

\*Minutes

Verification Contact  
coordinator@servicegroup.org

**Once submitted, you will have a confirmation on top of the screen.**

A service hours request was sent for approval.

### My Service Hours

August 26, 2020 - September 02, 2020

WEEK MONTH 3 MONTHS CUSTOM

**2h 0m**  
PENDING HOURS

**Zero**  
APPROVED HOURS

**Zero**  
DENIED HOURS

PENDING APPROVED DENIED

DELETE SELECTED

Search

Select	Organization	Date	Description	Duration	Action
<input type="checkbox"/>	Student Involvement & Development	9/1/2020	Volunteer during the Little event.	2:00	

**The verification contact will then review it and either accept or deny the request.**

**If you have any more service hours to input, please repeat these instructions.**

**If you still have questions, feel free to contact student involvement and development at [studentinvolvement@washburn.edu](mailto:studentinvolvement@washburn.edu).**