How to submit service hours on Bods Connect

Step-by-step guide

Go to Bods Connect at 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.



REDECONNECT				Paul Mismaque
HOME EVENTS	ORGANIZATIONS NEWS	FORMS		Account
				Event History
	ł	Explore Washburn University		Memberships
Q. Search Events, Organizations, and News Articles				Experiences
				Service Hours
				Submissions
Panhellenic Sorority Re	cruitment			Notifications
Sign-up today for Panhelle	nic Recruitment! This recruitment	s for Alpha Phi, Delta Gamma, and Zeta Tau Alpha. For more info	rmation on the other Greek orgs on camp	Downloads
				Get Ready to Vote
Memberships				
FYE Peer Edu	icator Club	Ichabods Moving Forward	Nortar Board of WU	
Student Invo	lvement &			Sign Out

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"

....

HOME EVENTS ORGANIZATIONS NEWS FORMS My Service Hours + ADD SERVICE HOURS August 26,2020 - September 02,2020 WEE MONTH 3 MONTH CUSTOM Zero PENDING HOURS Zero APPROVED HOURS Zero DENIED HOURS Zero DENIED HOURS PENDING APROVED DenieD Search Q Search Duration Action There is no data available.									
My Service Hours Image: 28,200 - September 02,200 Image: 28,200 - September 02,200 <th -<="" 28,200="" image:="" td=""><td>HOME</td><td>EVENTS</td><td>ORGANIZATIONS</td><td>NEWS</td><td>FORMS</td><td></td><td></td><td></td></th>	<td>HOME</td> <td>EVENTS</td> <td>ORGANIZATIONS</td> <td>NEWS</td> <td>FORMS</td> <td></td> <td></td> <td></td>	HOME	EVENTS	ORGANIZATIONS	NEWS	FORMS			
August 26, 2020 - September 102, 2020 IMBED MONTH GUNTH GUNTH GUNTH Zero APPROVED APPROVED HOURS Zero DENIED HOURS PENDING APPROVED DENIED G Search Organization Date Description There is no data available. Image: Custom	My Se	My Service Hours + ADD SERVICE HOURS							
Zero PENDING HOURS Zero APPROVED HOURS Zero DENIED HOURS PENDING APPROVED Denied Vending APPROVED Search Q Select Organization Date Description There is no data available. Vending Vending	August 26, 2020 - September 02, 2020			WEEK MONTH 3 MONTHS CUSTOM					
Lero Lero Lero PENDING HOURS APPROVED HOURS DENIED HOURS PENDING APPROVED Denied Search Q Select Organization Date Description There is no data available. U		-	_			_	_		
PENDING APPROVED DENIED Search Q Select Organization Date Description Duration There is no data available.		PEND	Zero ING HOURS			Zero APPROVED HOURS	Zero DENIED HOURS		
Search Q Select Organization Date Description Duration Action There is no data available. Image: Comparison of the second of the sec	PENDING	APPROVE	ED DENIED						
Select Organization Date Description Duration Action There is no data available. Image: Comparison of the second of the s							Search	2	
There is no data available.	Select	(Organization			Date Description	Duration Action		

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 Ser	rvice Hours		+ ADD 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				
T DELET	E SELECTED		Search Q		
Select	Organization	Date Description	Duration Action		
	Student Involvement & Development	9/1/2020 Volunteer during the Litt	ele 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.