

UM- St. Louis Online Time Sheet Tutorial

Log in on the Volunteer Services website at www.umsl.edu/services/volunteer by clicking the link  to enter hours.

Your username is: 

The first time you login, use the temporary password **UMSL**. Then, you must pick a new password. After you logout and log back in with your new password you can enter your hours. Just pick the correct job off the list if you have more than one placement.

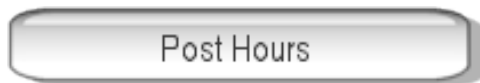
Below are step by step instructions on how easy it is to enter your volunteer hours online.

Go to the University of Missouri Volunteer Services website

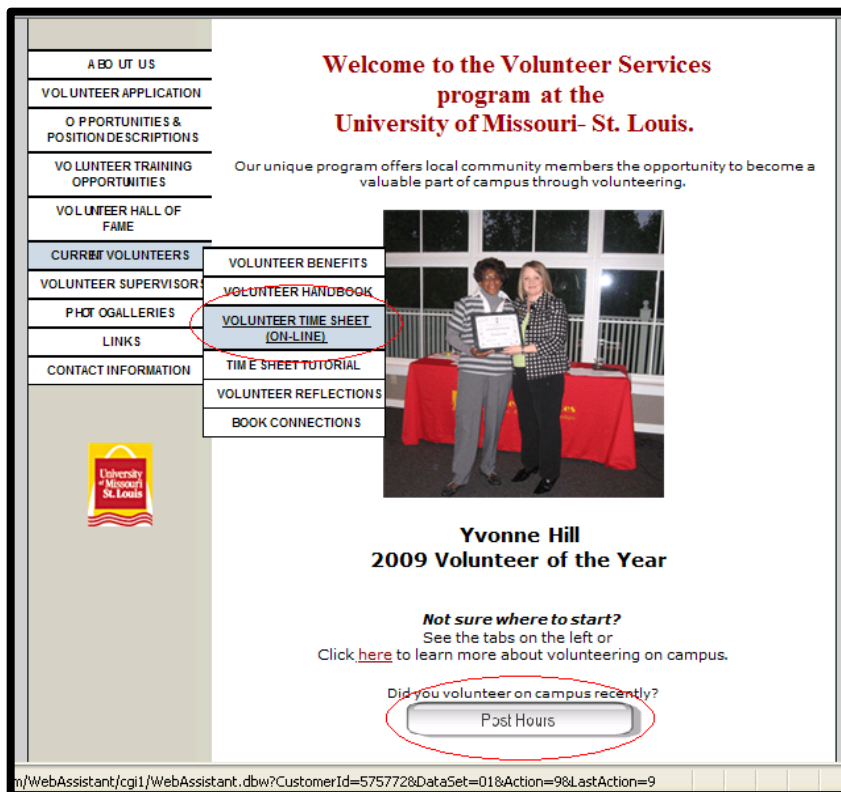
Open your Web browser (Internet Explorer is one example of a browser) and enter in www.umsl.edu/services/volunteer

Login to Enter Hours

- Click the Post Hours button to Enter Hours. This will usually be found at the bottom of the homepage.



- You can also find the link to post hours by hovering over the tab on the left labeled **Current Volunteers**. Then click on the tab labeled **Volunteer Time Sheet (online)**.



The screenshot shows the homepage of the University of Missouri Volunteer Services. On the left is a navigation menu with tabs: ABOUT US, VOLUNTEER APPLICATION, OPPORTUNITIES & POSITION DESCRIPTIONS, VOLUNTEER TRAINING OPPORTUNITIES, VOLUNTEER HALL OF FAME, **CURRENT VOLUNTEERS**, VOLUNTEER SUPERVISOR, PHOTO GALLERIES, LINKS, and CONTACT INFORMATION. The 'CURRENT VOLUNTEERS' tab is active, showing a sub-menu with: VOLUNTEER BENEFITS, **VOLUNTEER HANDBOOK**, **VOLUNTEER TIME SHEET (ON-LINE)**, TIME SHEET TUTORIAL, VOLUNTEER REFLECTIONS, and BOOK CONNECTIONS. The 'VOLUNTEER TIME SHEET (ON-LINE)' link is circled in red. The main content area features a welcome message, a photo of Yvonne Hill (2009 Volunteer of the Year) holding an award, and a 'Post Hours' button at the bottom, which is also circled in red. The URL at the bottom of the browser window is www.umsl.edu/services/volunteer.

Web Assistant Tutorial

Logging in for the first time

- Enter your username without a space
- It doesn't matter if you use capital letters or not.
- The first time you login, use the temporary password, UMSL.
- The password will be masked by asterisks.

Community Volunteer Center

Community Volunteer Center

Enter Hour

If you do not know your username or password, contact your volunteer coordinator.

Instructions:
Enter your User Name and Password

User Name:

Password:

The first time you login, use the temporary password given to you by the volunteer coordinator.

- You must pick and enter a new password.

Change Your Password

You are logged in as: **Smith, Mary**.
[That's not me.](#)

You **must** change your Password since you logged in using the default password.

Current User Name: **MarySmith**

New User Name:

Current Password: **volunteer**

New Password

Leave the username blank. Type a new password.

Web Assistant Tutorial

- After confirming your new password, click Log Out.

Change Your Password

Your new User Name: **MarySmith**

Your new password: **0123456789**

Don't forget to record your new User Name and Password.

[Home](#) | [Log Out](#)

- Back on the Volunteer Services home page; click the Post Hours button to enter your hours.



- From now on, this will be your routine.
- Log back in with your User Name and **NEW** password.

Enter Hours You Have Served

If you do not know your username or password, please contact us.

Instructions:
Enter your User Name and Password into the form below, then click the OK button.

User Name:

Password:

- Click OK

Web Assistant Tutorial

Hours Entry Screen

- The Hours entry screen lets you simply fill in the date and hours served.
- Pick the correct job off the list, if you have more than one placement.
- Click OK.

Enter Hours Served

You are logged in as: **Smith, Mary.**
[That's not me.](#)

Thanks for entering your hours.

Instructions: Please complete the form below to submit your hours. Enter the month and hours served. If you have any comments regarding your report, you may also enter a text message to us.

I am entering hours served for
Sussex Senior Citizens, Suss

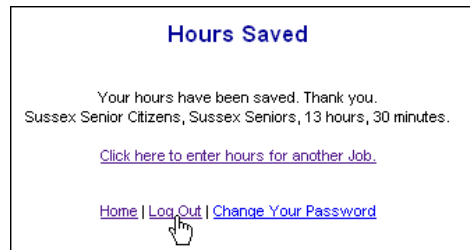
The hours were served in:	August	2007
In this month I served:	11	Hours 0 Minutes
Car mileage:	0	
Did you drive for this job?	2	
Bus cost:	4	
Van cost:	6	
Would you like to receive reimbursement for these items?	8	<input type="checkbox"/>
A Message	11	

Click the OK button to submit your hours.

[Change Your Password](#)

Web Assistant Tutorial

- If the job you volunteered for is not listed, please contact the Volunteer Services office. Office staff will need to enter the job information in order for you to enter hours
- Click OK and you have entered hours for that particular day and assignment.
- You may then click the link to enter hours for another Job.
- When you are finished entering hours, click Log out.



*Problems? Troubleshooting Tips

A few unusual circumstances could prevent you from being able to log in:

1. **Duplicate Names:** In a very few instances, where there are identical first and last names, like John Smith, the second instance of that name will have the number 1 added to it. In some instances of duplicate names the automatic assignment becomes the first name, middle initial and last name all in one username without spaces, e.g., JohnCSmith if the name on record has a middle initial. If you have trouble with your user name, contact the Volunteer Services office.
2. **No Job Placement:** You will not be able to login to enter hours or send a message until you have a placement. If your placement has not yet been posted to your account, contact the Volunteer Services office.
3. **Cookies:** You must have cookies enabled in your browser (i.e., Internet Explorer or Firefox).

You are always welcome contact the Volunteer Services office at 314-516-4106 or bradysa@umsl.edu for help.