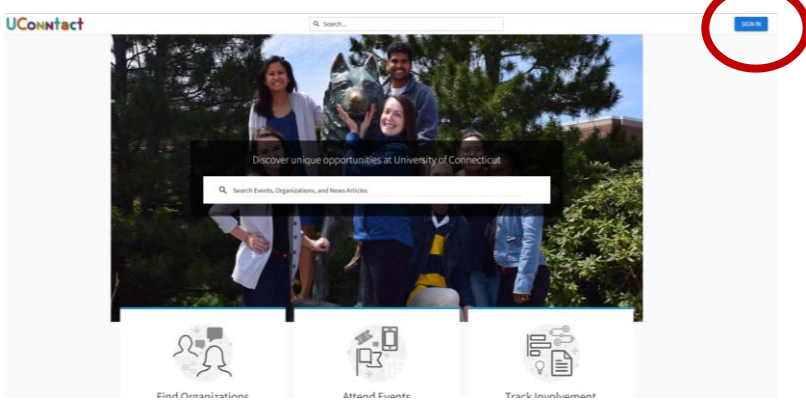
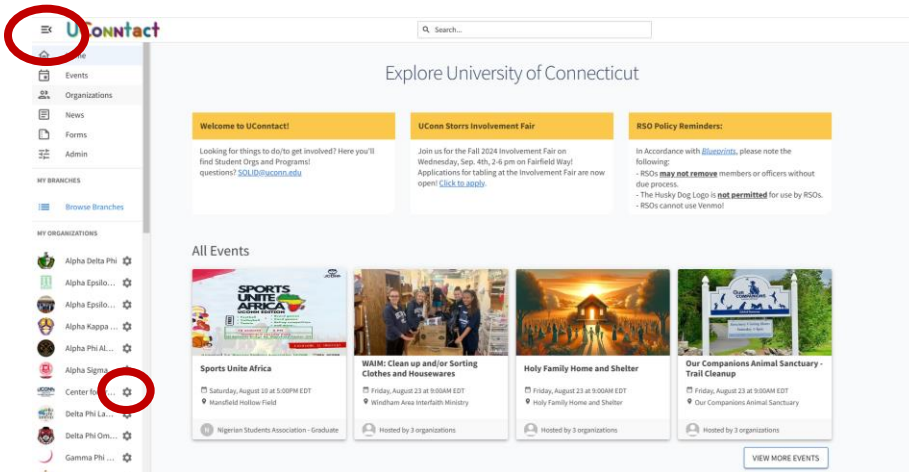


# Approving Community Service Hours

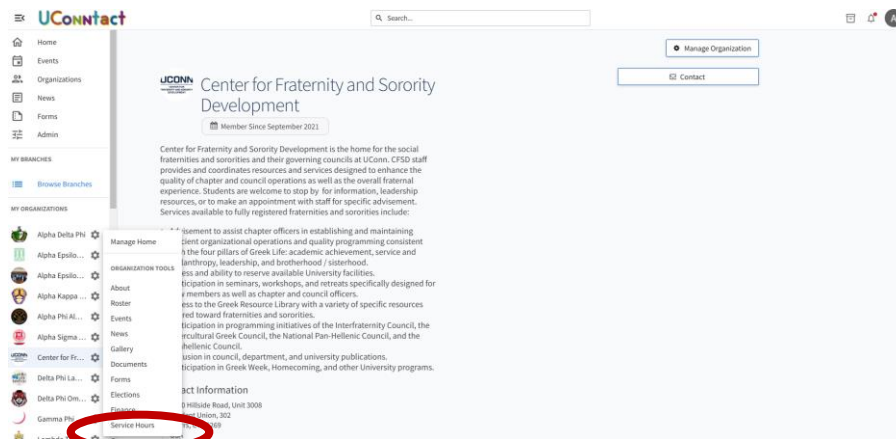
1. Navigate to [uconncontact.uconn.edu](https://uconncontact.uconn.edu)
2. Click on the blue "SIGN IN" button in the top right corner  
*Use NetID information to sign in.*



3. Once logged in, select the settings icon beside your organization from the left side bar.  
*To expand the side bar, choose the icon to the left of the "UConnContact" logo*



4. On the drop-down menu that appears, choose "Service Hours"



5. On the new page, pending hours will appear. Review the description to ensure the service hours meet the CFSD requirements. Once reviewed, select either “approve” or “deny” from the action column. *You will have the option to add comments to the approval/denial, though this is not required.*

The screenshot shows the 'Manage Service Hours' interface in UConn Contact. At the top, there are three summary cards: 'Zero PENDING HOURS', '5h 30m APPROVED HOURS', and 'Zero DENIED HOURS'. Below these, there are tabs for 'PENDING', 'APPROVED', and 'DENIED', with 'PENDING' selected. A table lists two pending entries, both submitted by 'Ashley Kirk-Christman' on '7/17/2024' with a description of 'Test' and a duration of '3:01' and '2:02' respectively. The 'Action' column for each entry contains a red circle around the text 'Approve | Deny'.

6. Once all hours have been reviewed, the calculated section at the top will be updated. *When reporting service hours on the end of semester report, be sure to set the range to “Custom” and change the date to reflect the academic school year. Once that is done, you will list the total number of approved hours on the End of Semester Report. CFSD will log into UConn Contact to verify the hours listed meet CFSD requirements.*

The screenshot shows the 'Manage Service Hours' interface after a denial. A green banner at the top states 'The service hours record was denied successfully.' The summary cards now show 'Zero PENDING HOURS', '5h 30m APPROVED HOURS', and 'Zero DENIED HOURS'. The date range is set to '7/25/2024 - 8/1/2024'. The 'CUSTOM' filter button is highlighted with a red circle. The table below is empty, displaying 'There is no data available.'