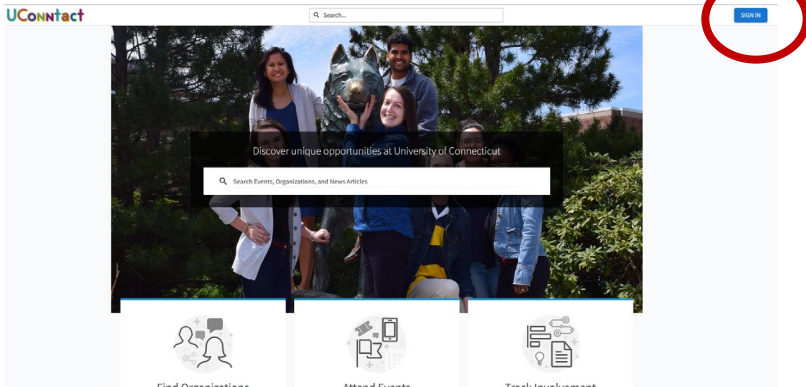
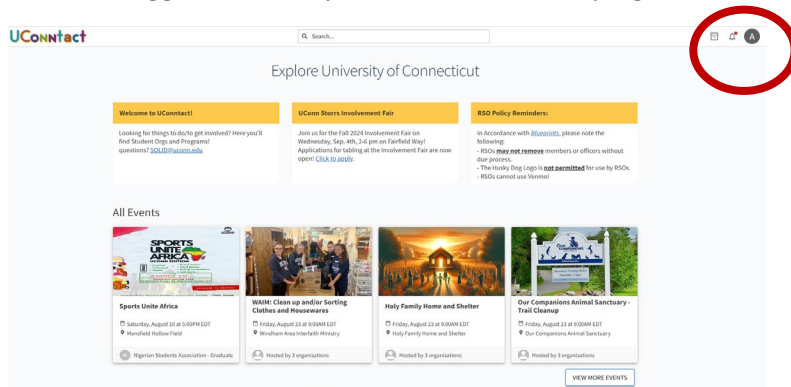


Logging Community Service Hours (Individual)

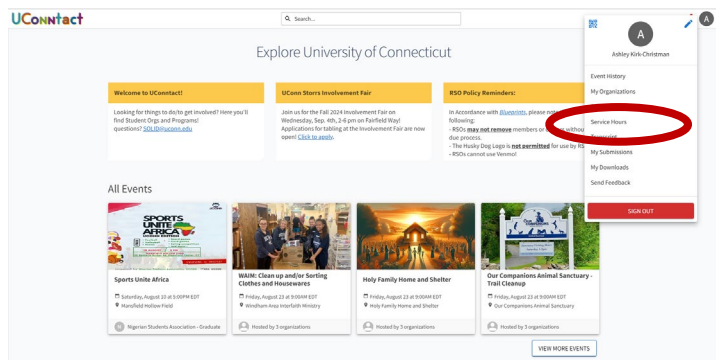
1. Navigate to uconncontact.uconn.edu
2. Click on the blue “SIGN IN” button in the top right corner
Use NetID information to sign in.



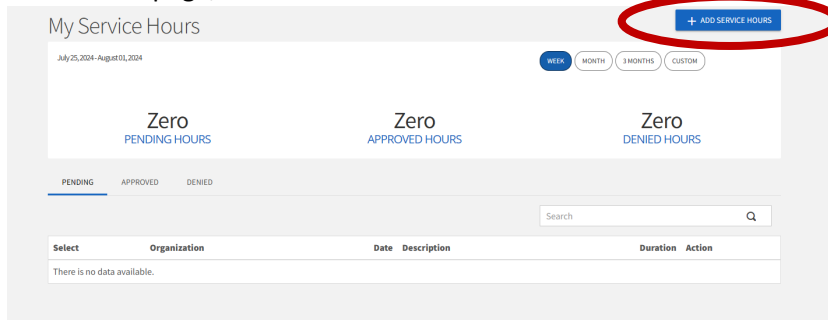
3. Once logged in, select your initial from the top right corner.



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



5. On the new page, click the blue “+ADD SERVICE HOURS” button in the top right corner



6. On the new page, fill out the form and press the blue “CREATE” button.
Be sure to select your fraternity/sorority as the organization. Please be sure the description includes what service was completed and where it was completed.

The screenshot shows the 'Add Service Hours' form in the UConn Contact system. The form is titled 'Add Service Hours' and includes a search bar at the top. The form fields are as follows:

- *Organization:** A dropdown menu with 'Select Organization' as the placeholder.
- *Description:** A large text area for entering the service details.
- *Date:** A date input field.
- *Hours:** A text input field for the number of hours.
- *Minutes:** A text input field for the number of minutes.
- Verification Contact:** A text input field containing the email address 'coordinator@servicegroup.org'.

At the bottom left of the form, there are two buttons: 'CREATE' (highlighted with a red circle) and 'CANCEL'.

Service hours have now been submitted for chapter leadership review and will be listed under “PENDING” in your service hours portal. Once approved, they will be listed under the “APPROVED” section. All denied hours are listed under “DENIED”.