



NobleHour Volunteer Guide

Register on NobleHour

1. Visit the Saint Leo University Community by following this link:
www.noblehour.com/slu
2. Select **Join to Contribute**.

Join to Contribute

3. Log in or select **Get Started** to register.
4. Choose **NobleHour Citizen** as your role.

Track Volunteer Hours for an Opportunity

1. Select the **Hour Tracking** tab to begin tracking hours.
2. Select **Track a New Opportunity** from the left menu.
3. In step one, find your crediting group, and then click on **select group**.

Select Group

4. Now, search for the Organization you worked with using Option 1. If you cannot locate your organization, scroll down and use Option 3. If using option 3, make sure to enter all contact information accurately.

5. In the **Review & Submit** tab, check to make sure your Opportunity Name, Opportunity Type, Crediting Group, and Organization are correct. If everything is correct, click **Submit** to finish adding a new opportunity.

6. To enter hours, click **Add Hours** on the left menu.

7. Choose to **Add Daily Hours**.

▲ Add Hours

Add Daily Hours

8. Make sure the correct opportunity is selected from the drop down. Then, input your hours.

9. Enter a detailed work reflection, and **Add** your hours.

10. Look under Unsubmitted Hours and **Submit** the hours you want credit for.

11. Review your hours and sign and declare that your hours are accurate. Click **Submit** to send your hours for approval.

12. To check on the status of your hours, click **View Submitted Hours** in the left menu.

Please email support@noblehour.com with any questions.