

Entering Class Hours Into Phoenix Serve Guide

Phoenix Serve is the community engagement tracking platform for Elon University. For Academic Service-Learning and Community Engaged courses, you will sign-up for opportunities within your class and record your service hours (called impacts in the platform). The below guide is designed to explain how to utilize the Phoenix Serve platform. You are welcome to contact the Kernodle Center for Civic Life for additional support at ambassadors@elon.edu.

Accessing Your Class in Phoenix Serve

You can access your Academic Service-Learning or Community-Engaged courses through the Phoenix Serve platform by logging into Phoenix Serve at <https://elon.givepulse.com/> with your Elon username and password. Once you are logged in, you can find your classes by clicking the “My Activity” tab and then classes from that dropdown menu. On the next page, click on the individual class to be able to access it.

Registering for a Service Opportunity

- In order to register for a service opportunity, follow-up the instructions from your professor about which organization(s) you can sign-up for. Once you identify the organization you will be volunteering with, register for that opportunity on Phoenix Serve.
- In order to register, log into Phoenix Serve. At the top of the menu, click “My Activity” and then “Classes.” Then select the course for which you are completing hours.
- Scroll to the button of your class page on Phoenix Serve, and you will see a list of opportunities. Click on the opportunities that you would like to register for and on the next page click “Register.” You will be asked to verify that you read any waivers by clicking the box(es) next to each waiver. Then click continue and finalize registration.
- Once you click register, you will receive an automatic notification email. On the main page for your volunteer opportunity will be information about how to contact your community partner organization to setup your volunteer opportunity. Your professor may also provide additional instructions about this step.

Inputting Service Hours/Impacts

- In order to input service hours, visit the page of the service opportunity you are registered for.
- Next, you will see on the top right of your page an option to add impact. Click “Add Impact.”
- Fill out the Impact page: select the opportunity you volunteered for and input the date and number of hours you volunteered.
 - Note: you do not have to select your class since you are already on your classes page, your hours will automatically count towards the course you are in.
- You have the option to enter each time you volunteered individually, or you can enter multiple dates when you volunteered at once by clicking on the timesheet option.
- Your service hours will automatically be shared with your community partner and be visible to your professor. You can also share hours with other groups you are affiliated with by entering them into the sharing settings box. If you want impacts to count for groups you are affiliated with (Fraternities, Sororities, Student Organizations, etc.) this step is crucial. If you created an impact and forgot to select who to share it with, you can go back and update the impact later.
 - Note: In order to share impacts with an on-campus group, you must be a member of that group in Phoenix Connect
- Click “Add Impact” and then your hours are submitted for verification.
- **NOTE: If you do not record your impacts/service hours, there is no way to verify you registered and completed your service hours.**