



ServScript Program Online Directions


The FSU ServScript Program allows students to record their service to the community on their official FSU transcript. Service hours are self-reported and reviewed by staff after the close of each term for authenticity. Because hours are added to your university transcript, which is an official government document and a permanent record of your academic achievements as well as a direct reflection of your college career, students are required to be factual in representing their service experiences.

We encourage you to input service hours as you complete them. If you would like to keep a separate log, download our ServScript Program form [here](#).

Instructions on New Entries

1) Login to myFSU portal (URL: my.fsu.edu) with your FSUID and password.

FLORIDA STATE UNIVERSITY



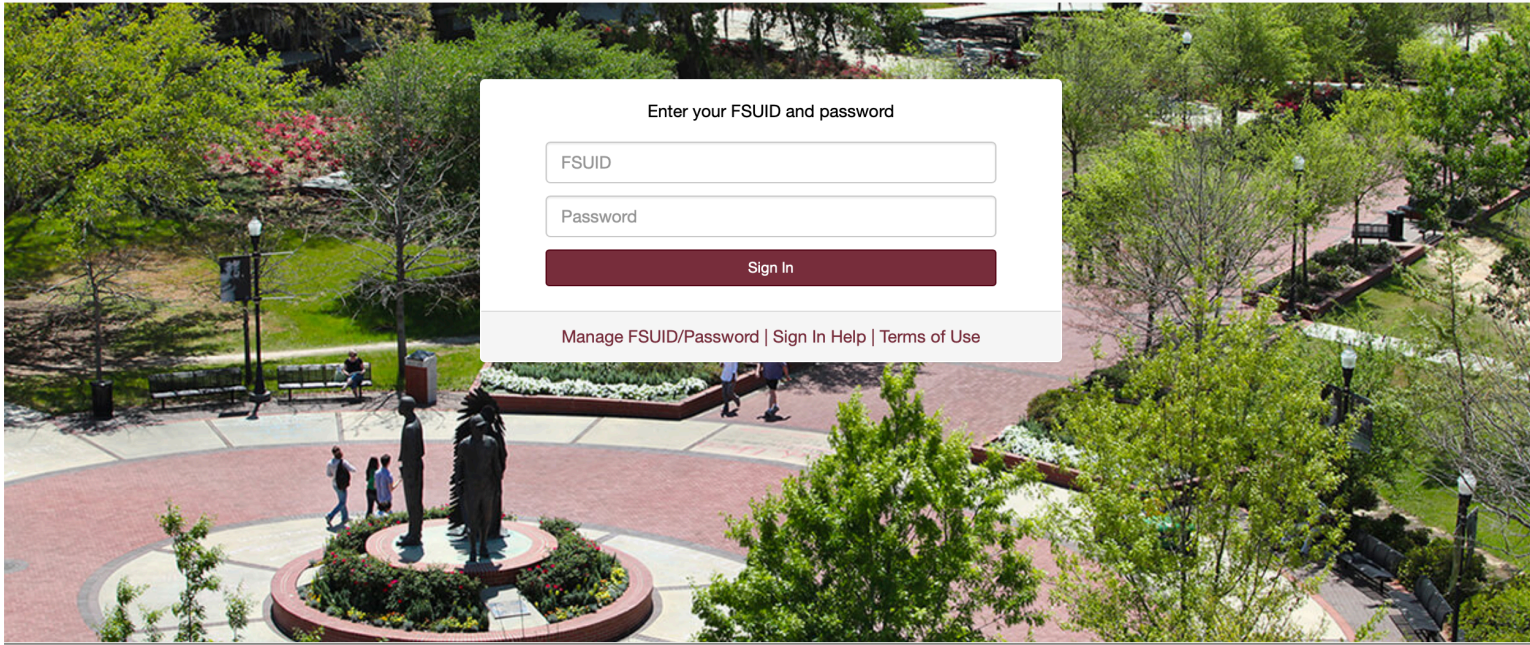
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SIGN IN

Enter your FSUID and password

[Sign In](#)

[Manage FSUID/Password](#) | [Sign In Help](#) | [Terms of Use](#)



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2) Within the Student Community, select “ServScript Application” from the Student Services portlet (located on bottom right side of the page).

The screenshot shows the myFSU Portal interface. On the left, there's a slider for time and a 'Seminole Café' menu. The main content area includes 'Primary Major' information, 'MY FINANCES' with a table for 'Florida Prepaid' and 'Direct Deposit Information', and a 'QUESTION OF THE WEEK' section. On the right, there's a 'Health Quicklinks' section and a 'STUDENT STARS' section. The 'STUDENT SERVICES' section is circled in red, listing: Intramural Sports Sign-up, Leach Center Hours, Nole Central, **ServScript Application**, Tutoring Services, and Withdrawal Services.

A close-up of the 'STUDENT SERVICES' section. The list of services includes: Intramural Sports Sign-up, Leach Center Hours, Nole Central, **ServScript Application** (circled in red), Tutoring Services, and Withdrawal Services.

3) To enter new service hours, click on “Add New Entry.” To add more hours to an existing entry for the current term, click on “Review Current Entries.”

The screenshot shows the ServScript Program page. On the left is a sidebar with navigation links. The main content area features the ServScript Program logo and a list of buttons: 'Add New Entry' (circled in red), 'Review Current Entries' (circled in red), 'Review Approved Hours', and 'FAQ'. Below the buttons, there's a section titled 'Using the FSU Servscript Program:' with five numbered steps.

Using the FSU Servscript Program:

- 1) **Become familiar with the ServScript Program:** There are a few policies associated with entering your service hours through the ServScript program. Are you entering for the correct semester? Does it qualify for the ServScript Program, or would your experience be better fit in the Career Portfolio? Find out the answers to these questions by visiting our [FAQ](#) page.
- 2) **Confirm your agency prior to logging hours:** As a requirement of the ServScript Program, all hours must be completed through an approved service agency. This is typically a non-profit, community group, or NGO based organization. The agency name appears on your academic transcript. Therefore, beginning in January 2020, students will no longer be able to use "OTHER" instead of selecting an agency. You can review a list of approved agencies here, and if you do not see your agency listed, [submit a request to have your agency added here](#).
- 3) **Enter your hours:** You can log your hours by clicking "Add New Entry" above.
- 4) **Update your entries throughout the semester:** You do not need to create a new entry for each day that you conduct service. If you are completing similar service tasks at the same agency throughout the semester, update your prior entry using the "Review Current Entries" tab.
- 5) **Don't miss the ServScript deadline:** Make sure to review and update all of your entries before the ServScript deadline each term. This is always the final day of the academic semester at 11:59pm EST. You may begin logging hours for the next academic term the day following the close of each semester.

4) On the Add New Entry page, complete all fields for each service agency/task performed. Fields with an asterick (*) are required.

*Start Date *End Date Enter Hours : 00

*Select Agency

Community Need

*Enter Task

For the duration of my service, the person who supervised my work and can account for the hours reported on the ServScript entry was:

*Supervisor Full Name

*Supervisor Title

You may contact my supervisor at:

Supervisor Phone

-OR-

Email

☐ I served the hours listed above with my student organization or group.

☒ I did not serve the hours listed above with a student organization or group.

☐ I served the hours listed above as part of a course requirement.

☒ I did not serve the hours listed as part of a course requirement.

*How did you benefit/grow from this service experience? (300 words max.)

*How did the community benefit from your service contribution? (How did your work address the needs of the community.) (300 words max.)

5) Click the calendar icon to select the dates of your service. Dates entered outside of the current semester will not be accepted. Type in the number of service hours performed using the drop down menu to select the nearest quarter hour.

*Start Date *End Date Enter Hours : 00

*Select Agency

Community Need

*Enter Task

For the duration of my service, the person who supervised my work and can account for the hours reported on the ServScript entry was:

*Supervisor Full Name

*Supervisor Title

You may contact my supervisor at:

Supervisor Phone

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

[Current Date](#)

To locate an agency, click on the magnifying glass to the right of the agency field. You can start by searching your agency by name. If you cannot find your agency, select the "Advance Lookup" option.

Select "contains" from the description search drop down menu, and then type a word contained in the agency name (or part of a word) into the text box. Then, click the Look Up button or press Enter on the computer keyboard. The results of your search will appear in the agency drop down menu, in alphabetical order. Scroll through the drop down menu, select the desired agency, and click on the row/description.

The first screenshot shows the 'Look Up Select Agency' window with the search criteria set to 'Description' and 'begins with'. The 'Advanced Lookup' button is circled in red. The second screenshot shows the search dropdown menu with 'contains' selected and circled in red. The third screenshot shows the search results list with 'AARP Amer Assn Retired Persons' highlighted.


If you are unable to find your agency, go to thecenter.fsu.edu/resources/servscript/additional-resources. Scroll to the bottom of the page and click the "Request to add an agency or RSO" button towards the bottom of the page. Follow the instructions for the request.

The screenshot shows the website thecenter.fsu.edu with the 'Request to add an agency or RSO' button circled in red at the bottom of the page.


Enter the Supervisor's Full Name, Title, and either the phone number or email address.

***Supervisor Full Name**
***Supervisor Title**
You may contact my supervisor at:
Supervisor Phone
-OR-
Email

If your service was completed with a student organization, click on the box in to "I served the hours listed above with my student organization or group". Then click on the magnifying glass, and search for the organization by name.

☒ I served the hours listed above with my student organization or group.
***Select Student Group** 

If your service was completed as a part of course requirement (Service Learning), click on the box next to "I served the hours listed above as part of a course requirement", and click the magnifying glass for a list of currently enrolled courses. You may also enter the course prefix and numbers (EX. SOW4404)

☒ I served the hours listed above as part of a course requirement.
***Select Course** 

Provide a response to the prompt, sharing how you benefited/ what you learned the from this service experience.

***How did you benefit/grow from this service experience? (300 words max.)**

Provide a response to the prompt, sharing how your service benefited the community.

***How did the community benefit from your service contribution? (How did your work address the needs of the community.) (300 words max.)**

Before submitting, be sure to check that all of the information is correct. By submitting, you certify that the hours entered are correct and accurate. Click Submit.

The entry can be viewed, deleted and edited any time before the current semester's deadline by clicking on "Review Current Entries". These entries are not considered official until they are posted to your Official Transcript. All hours submitted are subject to audit and review by the ServScript Program Review Committee.

Instructions on Reviewing Current Entries



Click "Review Current Entries" to edit or delete the service hours that you entered for the current semester.



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[Add New Entry](#)[Review Current Entries](#)[Review Approved Hours](#)[FAQ](#)

To add hours or edit an entry already submitted, click on "Edit" next to the desired entry. Be sure to enter the new TOTAL hours completed within the dates indicated, not only the additional hours. The system does not count or calculate hours automatically. All fields can be edited at any time, up until the deadline (which is the last day of the semester, by 11:59pm). To delete an entry completely (perhaps a mistake was made), click on "Delete Entry" next to the desired entry.

Personalize Find   First 1 of 1 Last							
End Date	Service	Community Need	Agency	Supervisor Name	Hours	Edit	Delete Entry
2/07/2020	Internship	Children/Youth	Florida Children's Campaign	Sample Sam	15.00	Edit	Delete Entry

Instructions on Reviewing Approved Hours

Click "Review Approved Hours" to see approved hours from previous semesters. These are posted on the Official Service Transcript.

[Add New Entry](#)[Review Current Entries](#)[Review Approved Hours](#)[FAQ](#)

Click "View/Print Transcript" to have a PDF version of your Service Transcript.

Approved Transcript Hours.

Term	Start Date	End Date	Category	Agency	Service	Service Hours	Civ Ed Supervisor Name
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[View/Print Transcript](#)

Total Cumulative Hours

Deadline

Enter all completed service hours on or before the posted deadline. The last date to submit hours for the current semester is on the last Friday of the semester by 11:59pm. Hours completed after the deadline can be submitted for the following semester, and can be entered beginning on the day after the deadline for the current semester.

Questions?

If you have any questions about the ServScript Program, or need any further assistance entering your service hours to the ServScript Program, email servscript@admin.fsu.edu.