

ServScript Program Online Directions

myFSU FLORIDA STATE UNIVERSITY

Search FSU GO ?

Kristin Engebretsen
Aspiring conservation biologist inspired by research in South Africa

myFSU Student Central
Access myFSU Student Central

Welcome to the new FSU login page! Simply log on as usual and you will be directed to your page.

Upcoming Campus Events

- AUG 25 [New Student Convocation](#)
1:30 PM - 2:30 PM
- AUG 25 [Meet and Greet with Wes Moore](#)
3:00 PM - 4:00 PM
- AUG 25 [President's Backyard BBQ](#)
3:00 PM - 5:00 PM
- AUG 25 [Conversation and Q&A with Wes Moore, author of The Other Wes Moore](#)
5:00 PM - 6:00 PM
- AUG 26 [Exhibition: The 28th Annual Tallahassee International](#)
12:00 AM - 11:59 PM

Announcements

2013/08/22 - RESOLVED - Issues With Some Employees Accessing Online Systems
Information Technology Services has resolved the issue affecting some employees causing them to be unable to access some online systems such as Secure Apps. Thank you for your patience. W...

2013/08/22 - RESOLVED - College of Business Network Outage
Information Technology Services has resolved the issue affecting network connectivity at the College of Business and network access is once again available. Thank you for your patience. W...

2013/08/22 - Williams Building 3rd Floor Network Outage
Network connectivity is currently unavailable on the 3rd floor of the Williams Building. ITS technicians are working to repair this issue, and we will have the system back up as soon as possible.&nbs...

2013/08/22 - Issues With Some Employees Accessing Online Systems *Update*
We are currently experiencing issues with some employees accessing some online systems such as Secure Apps. Our System Administrators are aware and working to resolve these issues. Updates...

myFSU Login

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Username (FSUID):

Password: LOGIN

By signing in you accept our Terms Of Use

Having Trouble Logging In?
Reset your password
Activate your FSUID

GETTING STARTED: Login to myFSU portal with your FSUID and password.

Student Services

- Intramural Sports Sign-up
- Leach Center Hours
- ServScript
- Tutoring Services
- Withdrawal Services

Within the Student Community, select “ServScript Program” from the Student Services portlet.



What is it ?

Use the ServScript Program to list your service hours on your academic transcript and display your commitment to informed service.

Who is it for?

If you're currently enrolled in Florida State classes, you can use the ServScript Program. If you have questions, [just ask](#).

Why use it?

Because there's something about telling the world you took that 4000-level chemistry class while tutoring 5th graders.

Make a Statement

Through the ServScript Program, your academic transcript becomes more than just a list of your classes and your grades.

It makes a statement.

Impress your future employers, graduate or professional schools by showing them your commitment to positive sustainable change.

The Steps

1. Know the Policies of the program

There are a [few policies](#) associated with entering your service hours through the ServScript program. Are you an eligible student? Have you filled out your required ServScript paper form? Are you entering for the correct semester? Does it qualify for the [ServScript Program](#), or would it work better on the Career Portfolio? Find out the answers to these questions by visiting our [FAQ](#) page.

2. Enter those hours!

Now that you've got the policies down, [enter your hours](#) into the system.

3. Review your entries

To enter your service hours, Click on “Add New Entry.”



ServScript Program

Recognize your commitment to service with your scholarly achievements on your Academic Transcript.

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

Please refer to your paper ServScript form when entering the following information. [Click Here](#)

Not sure if your entry qualifies for the SerScript Program?

[Click Here](#)

Looking for step by step instructions on entering your service hours online?

[Click Here](#)



Rebekah Dorn

Pending hours needing approval for 2013 Fall Service: 0

Approved hours on official Transcript: 21

I, Rebekah Dorn, engaged in service to benefit the following agency through my selected service task.

Start Date *End Date Enter Hours :

Select Agency

*Enter Task

Community

Need

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.

Please tell us how your community benefitted from this service experience (300 words max.)

Fill out the Service Entry page in its entirety for each service agency/task.

Start Date *End Date Enter Hours :

Select Agency

*Enter Task

Community Need

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.

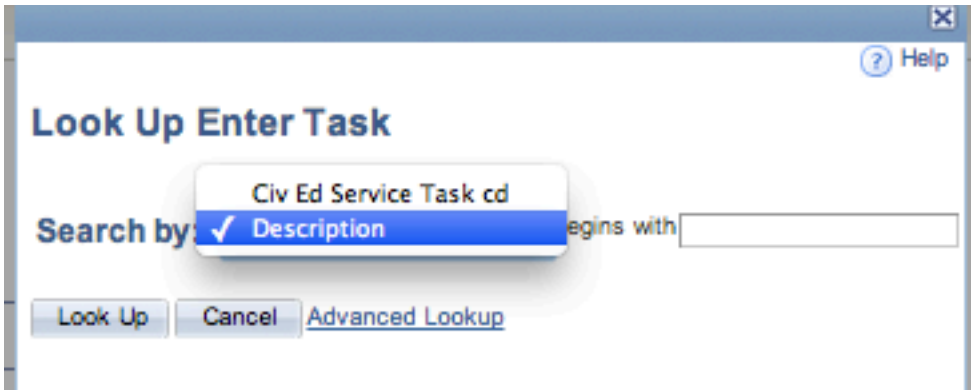
I served the hours listed above as part of a course requirement.

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

Please tell us how your community benefitted from this service experience (300 words max.)

Click the calendar icon to locate the dates. Dates entered outside of the current semester will not be accepted.

Enter the hours of service performed and click on the drop down menu to select the nearest quarter hour.



To locate an agency or a task, click on the magnifying glass. Choose description and type a word (or part of a word) into the agency name search box. Then, click the Look Up button or press Enter on the computer keyboard.

Results of the 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.

If the agency is not found, type the word OTHER into the search box and press enter. A new text box will appear to the right of the search box. Type the name of the agency into the text box. Please note that this option should only be used if the desired agency is not found in the drop down menu. If OTHER is used to complete an entry, an audit will be conducted in order to verify the information, which may cause a delay in the posting of the ServScript record.

*Supervisor Full Name

Supervisor Title

You may contact my supervisor at:

Supervisor Phone

-OR-

Email

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


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

Select Student Group

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

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

Look up Select Student Group (Alt+5)

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

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

If the service completed was for a Service Learning Course or with a student organization, click the appropriate check box to see more information. Identify the service learning course and/or student organization from the drop down menu.

Please tell us how your community benefitted from this service experience (300 words max.)

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

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 by clicking on “Review Current Entries”. These entries are not considered official until they are posted to the Official Transcript. All hours submitted are subject to audit and review by the ServScript Program Review Committee.

Review Current Entries

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

To add hours or edit an entry already submitted, click on “View” 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 until the end of the semester.

To delete an entry completely (perhaps a mistake was made), click on “Delete” next to the desired entry.

Review Approved Hours

Click “Review Approved Hours” to see the hours that from previous semesters, that are posted on the Official Service Transcript.



ServScript Program

Recognize your commitment to service with your scholarly achievements on your Academic Transcript.

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

Approved Transcript Hours.

Term	Start Date	End Date	Category	Agency	Service	Service Hours	Civ Ed
2004 Fall	10/15/2004	10/15/2004	Education PK-12	Leon County Schools	Voter Registration	1.00	
2004 Fall	11/19/2004	11/19/2004	Domestic Violence	Refuge House	Service to the Community	4.00	
2004 Fall	11/02/2004	11/02/2004	Education PK-12	Leon County Schools	Voter Registration	8.00	
2004 Fall	10/30/2004	10/30/2004	Health-Disability	Ability 1st	Service to the Community	8.00	

[View/Print Transcript](#)

Total Cumulative Hours 21.00

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

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 day 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.