



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



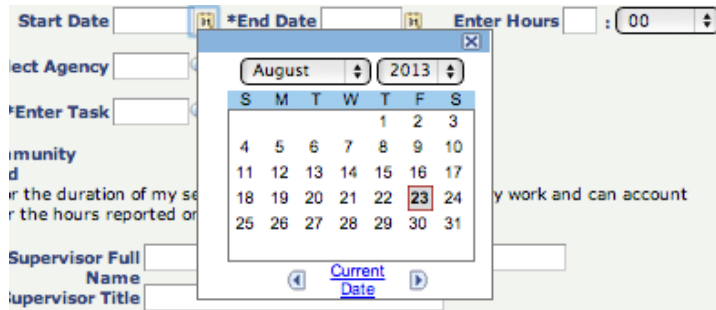
- 4) To enter new service hours, click on “Add New Entry.” To add more hours to an existing entry for the current term, click on “Review Current Entries.”



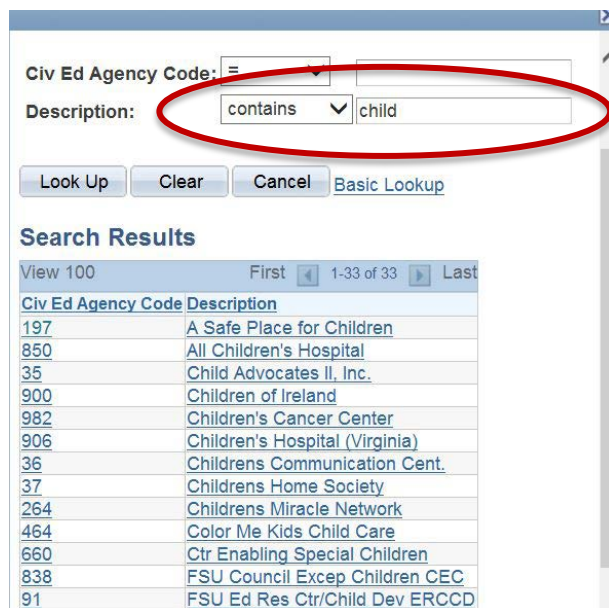
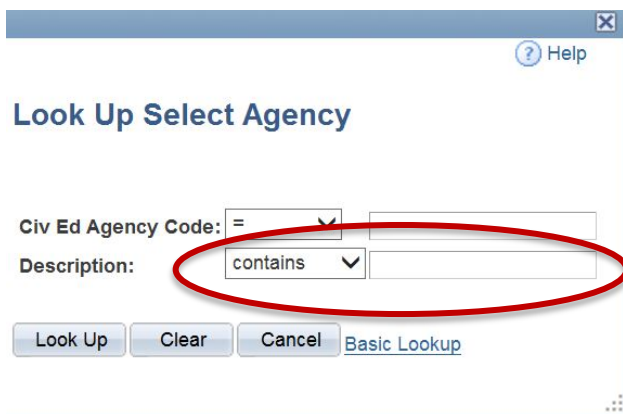
- 5) On the Add New Entry page, complete all fields for each service agency/task performed.

A screenshot of the 'Add New Entry' form in the ServScript Program. The form is titled 'Self Service > ServScript Program'. It contains several input fields: 'Start Date', '\*End Date', 'Enter Hours' (with a dropdown menu), 'Select Agency', and '\*Enter Task'. Below these is a 'Community Need' section with a text area for supervisor information. The form also includes a section for 'Supervisor Full Name', 'Supervisor Title', 'Supervisor Phone', and 'Email'. At the bottom, there are four checkboxes for service types and a text area for a 300-word statement.

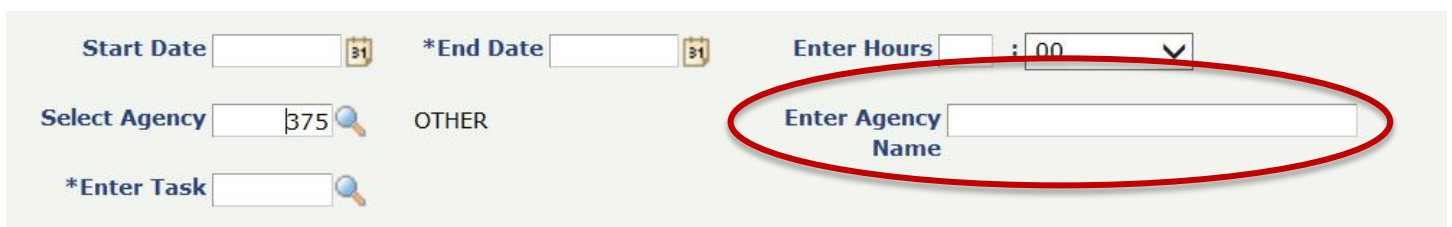
Click the calendar icon to locate the dates. Dates entered outside of the current semester will not be accepted. Type in the number of service hours performed and click on the drop down menu to select the nearest quarter hour.



To locate an agency, click on the magnifying glass. DO NOT use the drop down menu to search for your agency, as this is an incomplete list of agencies in the database. Instead, select “contains” from the description search drop down menu, and then type in a word of 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.



If the agency is not found after searching, type the word OTHER into the search box and press enter. Select OTHER from the drop down menu. Once you select OTHER, a new text box will appear to the right of the search box (pictured below). 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. 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.




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 front of the appropriate statement. Then click on the magnifying glass, and search for the organization (the same way you search for the agency).

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

If your service was completed for course requirement (Service Learning), click on the box in front of the appropriate statement, and click the magnifying glass for a list of currently enrolled courses. Select the appropriate course from the drop down menu.

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

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

Please tell us how your community benefitted from this service experience (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 the Official Transcript. All hours submitted are subject to audit and review by the ServScript Program Review Committee.

### To 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 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” next to the desired entry.

Start Date	End Date	Service	Community Need	Agency	Supervisor Name	Hours	View	Delete Entry
08/26/2013	09/24/2013	Mentoring	Children/Youth	Girl Scouts of America	John Smith	20.25	<a href="#">View</a>	<a href="#">Delete Entry</a>
08/26/2013	09/20/2013	Tutoring	Crisis Prevention	Boys Town of North Florida	Bob Thomas	25.00	<a href="#">View</a>	<a href="#">Delete Entry</a>

### Review Approved Hours

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



The Center for Leadership & Social Change

## 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 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.

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](mailto:servscript@admin.fsu.edu).