ServScript Program Online Directions

1) GETTING STARTED: Download a ServScript Program form (from the Center for Leadership and Social Change website, at http://www.thecenter.fsu.edu/ServScript-Program) and use it to keep an accurate record of your service hours each semester.

Ecenter for Leadership & Social Change		IMPORTANT DEADLINES	Fall 2013 August 3, 2013				LAST DAY TO RECORD SERVICE December 13, 2013 May 2, 2014		
irst Name				M.I I					
none			Alternate Phone			FSU Email Address			
Begin Date/Time in 1/14 10:00am	End Date/Time out 1/14 2:000m	Hours 4	Agency Pineview Eb			Service Task Mentoring	Service-Learning Course # EDG 2701-01	Course Instructor's Nam Smith	
Print Age	ncy Supervisor's Name:		Supervisor's Signature	Supervisor	's Title	Supervisor's Phone Number	Superv	isor's Ernail	
	Jane Doe		Jane Doe	Teach	er	(850) 555-5555	jdoe@le	on.k12.fl.us	
Begin Date/Time in	End Date/Time out	Hours	Agency	Name		Service Task	Service-Learning Course #	Course Instructor's Name	
Print Age	ncy Supervisor's Name:		Supervisor's Signature	Supervisor	's Title	Supervisor's Phone Number	Superv	isor's Email	
Begin Date/Time in	End Date/Time out	Hours	Agency	Name		Service Task	Service-Learning Course #	Course Instructor's Name	
Print Agency Supervisor's Name:			Supervisor's Signature	e Supervisor's Title		Supervisor's Phone Number	Supervisor's Email		
Begin Date/Time in	End Date/Time out	Hours	Agency	Name		Service Task	Service-Learning Course #	Course Instructor's Name	
Print Age	ncy Supervisor's Name.		Supervisor's Signature	Supervisor	's Title	Supervisor's Phone Number	Superv	isor's Email	
Begin Date/Time in	End Date/Time out	Hours	Agency	Name		Service Task	Service-Learning Course #	Course Instructor's Name	
Print Age	ncy Supervisor's Name:		Supervisor's Signature	Supervisor	's Title	Supervisor's Phone Number	Superv	sor's Email	
Begin Date/Time in	End Date/Time out	Hours	Agency	Name		Service Task	Service-Learning Course #	Course Instructor's Nam	
Print Age	ncy Supervisor's Name:		Supervisor's Signature	Supervisor	's Title	Supervisor's Phone Number	Superv	isor's Email	
Begin Date/Time in	End Date/Time out	Hours	Agency	Name		Service Task	Service-Learning Course #	Course Instructor's Nam	
Print Age	ncy Supervisor's Name:		Supervisor's Signature	Supervisor	's Title	Supervisor's Phone Number	Superv	isor's Email	
TOTAL HOURS			Office Use Only Data Verified By:		Staff Com	ments	•		
			incide with the hours recorde I by the ServScript Program R			acking System, and that they l	have been entered accurat	ely. I further understan	

2) Login to myFSU portal with your FSUID and password. It is recommended that you DO NOT use <u>Google Chrome</u> as your Web browser. It does not always work well with our system.

FLORID.		Search FSU • GO
Kristin Exercised Aspiring conservations biologist inspired by research in South Africa	myFSU Student Central	
Upcoming Campus Events	Announcements	myFSU Login
Auc Auc Auc Auc Auc Auc Auc Auc	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 Infecting network connectivity at the College of Business and retwork 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 the 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	For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication! Username (FSUID): Password: By signing in you accept our Terms Of Use Having Trouble Logging In? Reset your password Activate your FSUID

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

Student Services	R _M
Intramural Sports Sign-up	
Leach Center Hours	
ServScript Application	
Withdrawal Services	

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."

ECente و Cente for Leadersh & Social Chan	ServScript Becognize your commitme achievements on your Ac	ent to service with your scholarly
About ServScript Add New Entry	Review Current Entries Review Ap	proved Hours FAQ
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 esk.	Why use it? Because there's something about telling the world you took that 4000- level chemistry class while tutoring 6th graders.
Make a	Statement ServScript Program, your academic trans e than just a list of your classes and yo	script

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

ce	> ServScript Program							
	Start Date	Ħ	*End Date	B	Enter Hours	: 00	~	
	Select Agency	Q						
	*Enter Task	4						
	Community Need							
	For the duration of m reported on the Serv			rvised my we	ork and can accoun	t for the hours		
	*Supervisor Full Name							
	Supervisor Title							
	You may contact my	supervisor	at:					
	Supervis	sor Phone						
	Email		-OR-					
			bove with my stude ted above with a st					
			ove as part of a cou	210.00	and the state			
	☑ I did not serve t							
	Disease tell		unity benefitted fro	a this saw the		and a second b		

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.

	×	
ा अव्य Nok Up Select Agency	Civ Ed Agency C Description:	contains V child
	Look Up C	lear Cancel Basic Lookup
iv Ed Agency Code: =	Search Resul	ts
Description:	View 100	First 1-33 of 33 🕟 Last
	Civ Ed Agency Cod	e Description
	197	A Safe Place for Children
ok Up Clear Cancel Basic Lookup	850	All Children's Hospital
	35	Child Advocates II, Inc.
	900	Children of Ireland
	982	Children's Cancer Center
	906	Children's Hospital (Virginia)
	36 37	Childrens Communication Cent.
		Childrens Home Society
	264	Childrens Miracle Network
	464	Color Me Kids Child Care
	660	Ctr Enabling Special Children
	838	FSU Council Excep Children CEC
	91	ESU Ed Res Ctr/Child Dev ERCCE

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.

Start Date	*End Date	Enter Hours	: 00 🗸
Select Agency 375	OTHER	Enter Agency Name	
*Enter Task		Hunic	

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

*Supervisor Full Name Supervisor Title		
You may contact m	y supervisor at:	
Superviso	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).

\checkmark 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.

\checkmark I served the hours liste	d above as part of a c	ourse requirement.	
Select Course	Q		

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.

		- 11		Personaliz	:e Find 🗖	Fi Fi	rst 🚺	1-2 of 2 🚺 Last
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	View	Delete Entry
08/26/2013	09/20/2013	Tutoring	Crisis Prevention	Boys Town of North Florida	Bob Thomas	25.00	View	Delete Entry

<u>Review Approved Hours</u>

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

<i>≩</i> Center	ServScript Program		
Ecenter for Leadership & Social Change	Recognize your commitment to service with your scholarly achievements on your Academic Transcript.		
About ServScript Add New Entry Review Cu	urrent Entries Review Approved Hours FAQ		

Approved Transcript Hours.

2004 Fall 10/15/ 2004 Fall 11/19/	2004 10/15/2004	Education PK-12	Leon County Schools	Voter Registration	1.00	
2004 Fall 11/10/						
2004 (a) 11/15/	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	

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 <u>servscript@admin.fsu.edu</u>.