Instructions for Tracking Service Hours at UTK

Your volunteer service hours must follow UTK’s campus service definition, and you can find volunteer opportunities here. Please follow the below steps when logging your service hours:

1. Visit https://trackyourhours.utk.edu

2. Log in using NetID and password within 31 days of doing service
3. **Select “Submit Hours” on the left-hand side of the screen**

4. **Complete the form and then click “Submit Hours.”** For easier processing, be sure to fill the form out completely with sufficient details about the organization and your activities.
NOTE: Service hour submissions will be reviewed as quickly as possible, but we cannot guarantee a timeline due to the high number of submissions we receive. Please leave enough time for your hours to be reviewed. If you have a concern, please email leadserve@utk.edu.

If you have any questions about tracking or logging your community service hours, you can find more information at https://leadserve.utk.edu/tracking/. For further questions contact the Jones Center for Leadership and Service at leadserve@utk.edu or call (865) 974-1039.