Instructions for Tracking Service Hours at UTM

Your volunteer service hours must follow UTM’s campus service definition. Please follow the below steps when logging your service hours.

Step 1:

1. Visit link: (www.utm.edu)

Step 2:

2. Log into myUTMartin portal using NetID and password
Step 3:

3. Click on the link for Runway

Step 4:

4. At the top right, click on your pic/initial
Step 5:
5. Click on the Experiences section of the menu that pops up

Step 6:
6. Click on the blue button that says add experience
Step 7:

7. Select UT Promise

Step 8:

8. Complete form
Step 9:

9. Submit the form

If you have any questions about tracking or logging your community service hours at UTM, please contact Anthony Prewitt, Assistant Director of Multicultural Affairs at aprewitt@utm.edu.