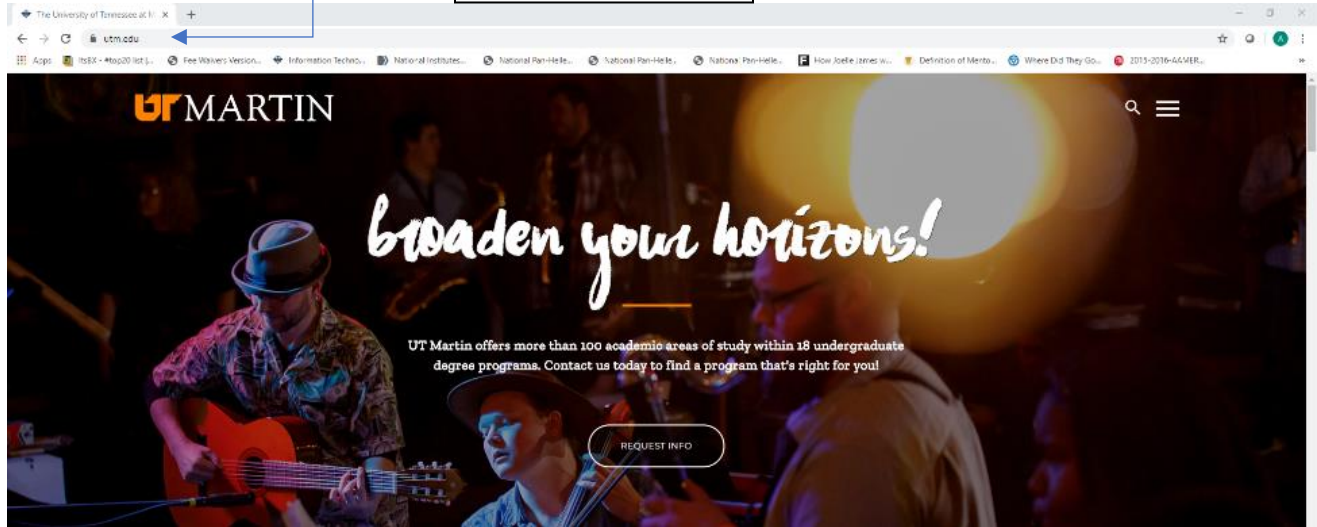


Instructions for Tracking Service Hours at UTM

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

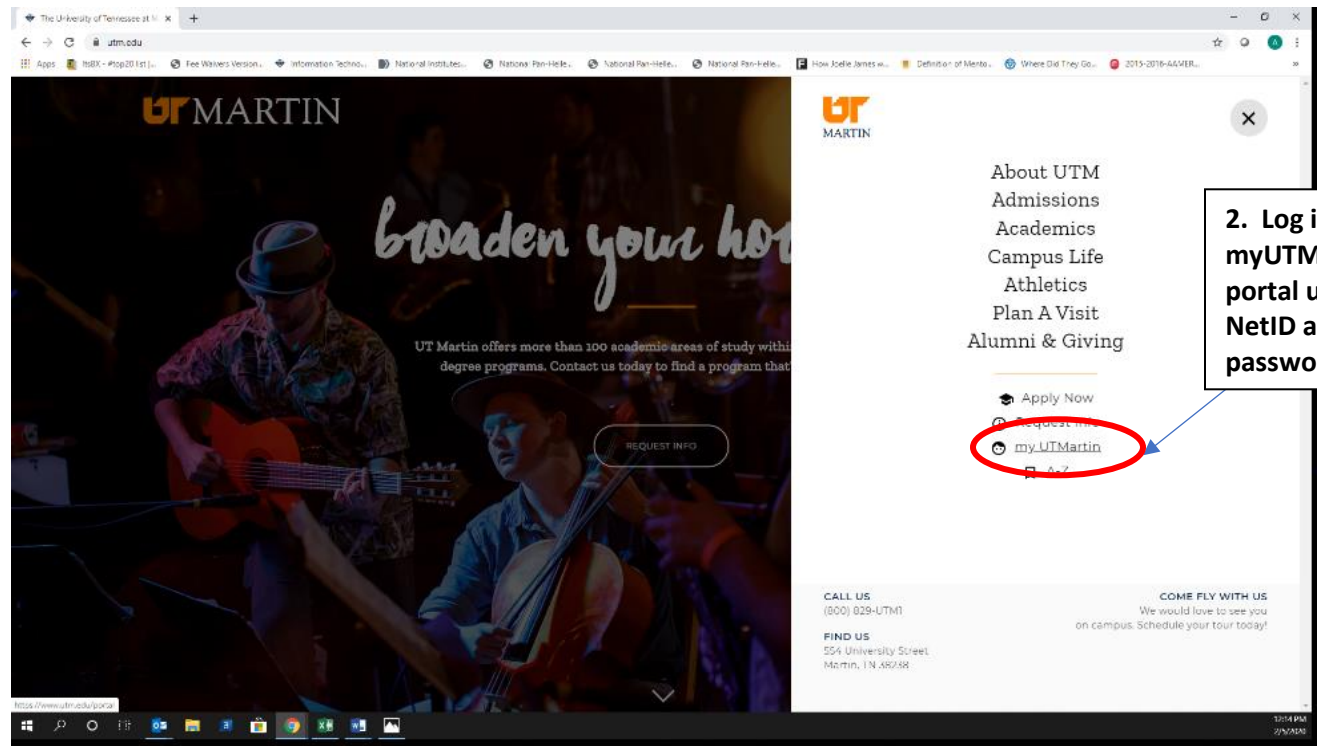
Step 1:

1. Visit link:
www.utm.edu



Step 2:

2. Log into
myUTMartin
portal using
NetID and
password



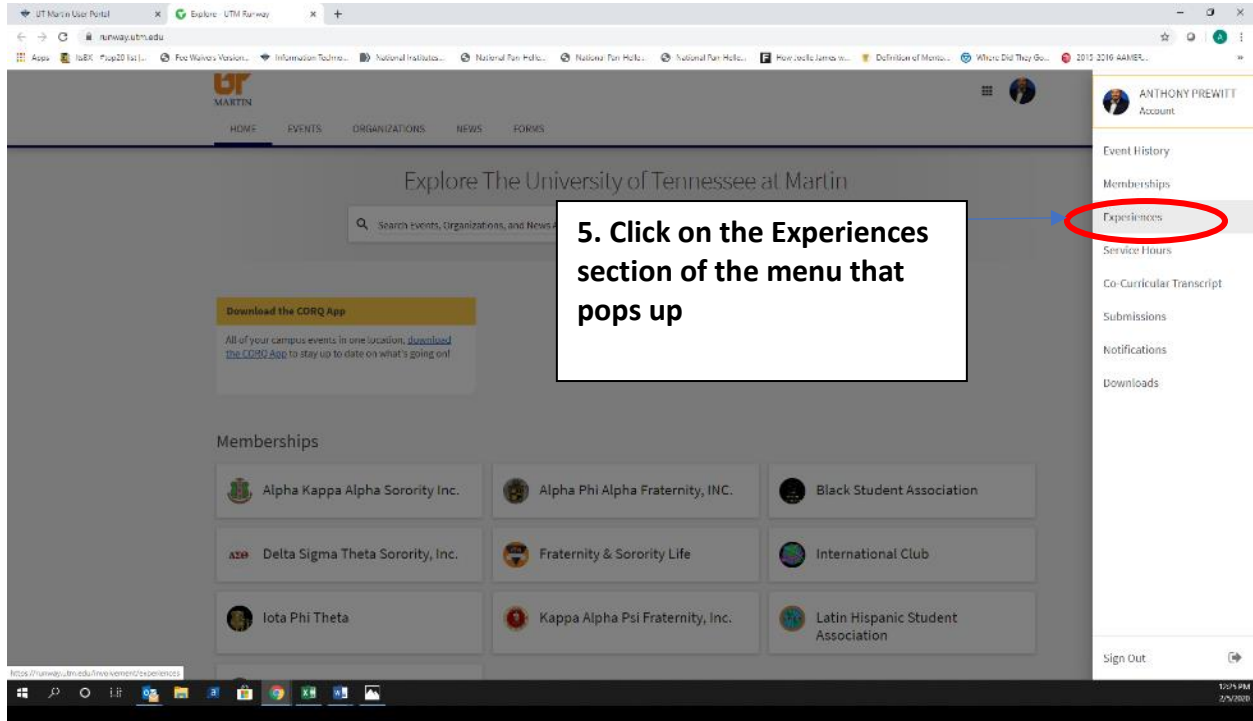
Step 3:

The screenshot shows the UT Martin User Portal for Anthony Prewitt. The page features a navigation menu on the left with options like Dashboard, Canvas, Google Apps, Office 365, Banner Self-Service, Help, and Logout. The main content area is titled 'Hi, Anthony!' and includes a 'UTM Apps' section with a grid of application links. The 'Runway' link is circled in red. A callout box with a black border and white background points to the 'Runway' link, containing the text: '3. Click on the link for Runway'. Below the 'UTM Apps' section are 'Paul Meek Library Search' and 'Employee Links' sections.

Step 4:

The screenshot shows the UT Martin website homepage. The navigation menu includes HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A search bar is present with the text 'Search Events, Organizations, and News Articles'. Below the search bar is a 'Download the CORQ App' banner. The 'Memberships' section displays a grid of organization cards, including Alpha Kappa Alpha Sorority Inc., Alpha Phi Alpha Fraternity, INC., Black Student Association, Delta Sigma Theta Sorority, Inc., Fraternity & Sorority Life, International Club, Iota Phi Theta, Kappa Alpha Psi Fraternity, Inc., and Latin Hispanic Student Association. In the top right corner, a profile picture/initial icon is circled in red. A callout box with a black border and white background points to this icon, containing the text: '4. At the top right, click on your pic/initial'. The Windows taskbar is visible at the bottom of the browser window.

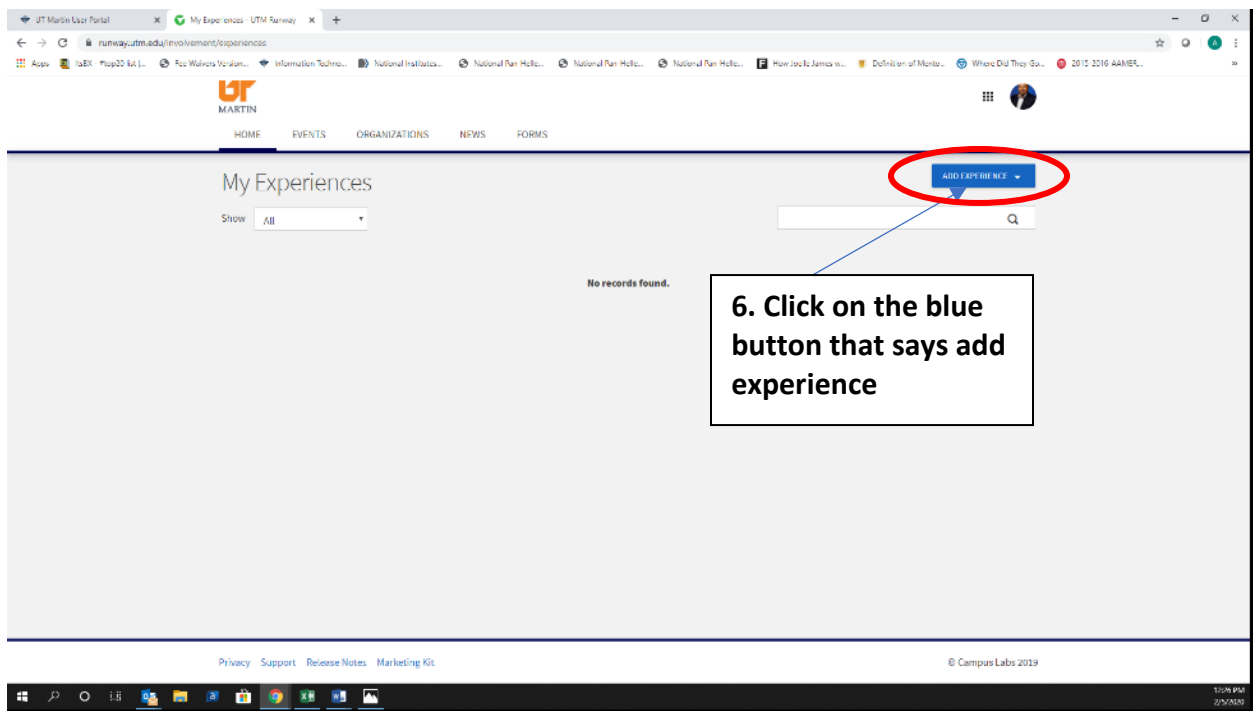
Step 5:



The screenshot shows the UT Martin User Portal interface. The user is logged in as ANTHONY PREWITT. The main navigation menu includes HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A search bar is present with the text "Search events, organizations, and News". Below the search bar, there is a section for "Download the CDRQ App" and a "Memberships" section listing various student organizations such as Alpha Kappa Alpha Sorority Inc., Alpha Phi Alpha Fraternity, INC., Black Student Association, Delta Sigma Theta Sorority, Inc., Fraternity & Sorority Life, International Club, Iota Phi Theta, and Kappa Alpha Psi Fraternity, Inc., Latin Hispanic Student Association. On the right side, a user account menu is visible, with the "Experiences" option circled in red. A blue arrow points from a text box to this option.

5. Click on the Experiences section of the menu that pops up

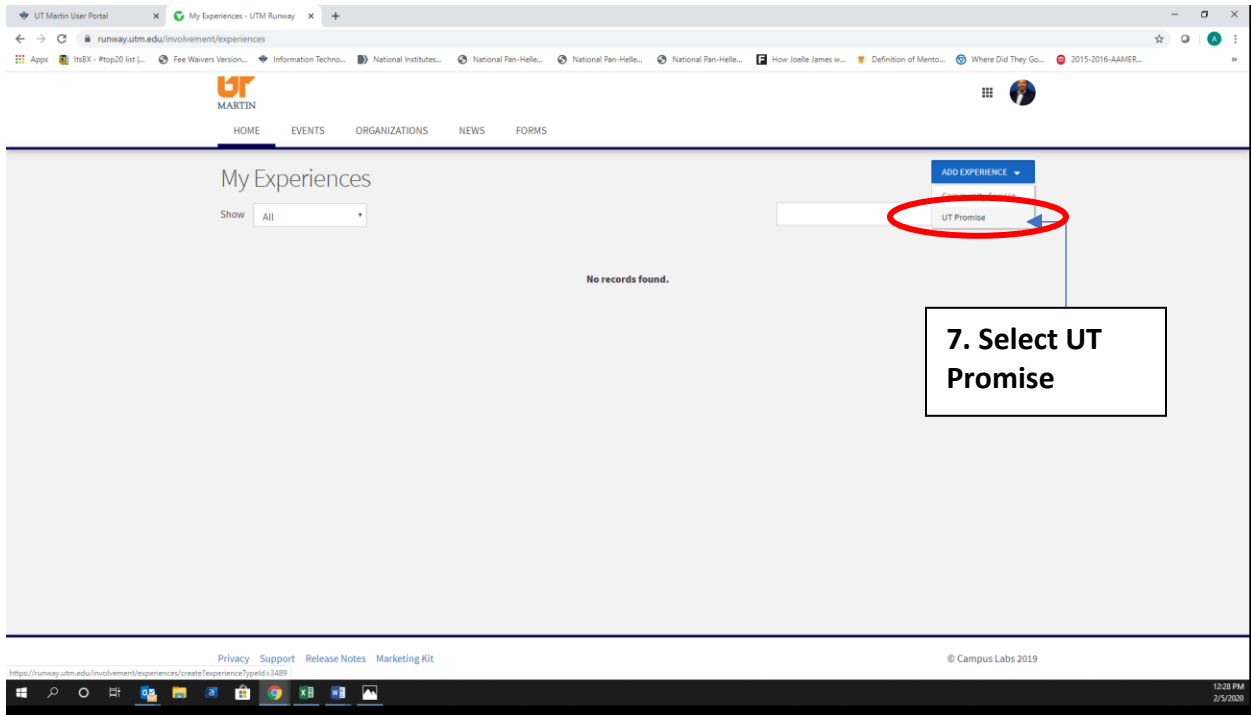
Step 6:



The screenshot shows the "My Experiences" page in the UT Martin User Portal. The page title is "My Experiences" and there is a "Show" dropdown menu set to "All". A search bar is located below the title. A blue button labeled "ADD EXPERIENCE" is circled in red, with a blue arrow pointing to it from a text box. Below the search bar, the text "No records found." is displayed. The footer of the page includes links for Privacy, Support, Release Notes, and Marketing Kit, along with the copyright notice "© Campus Labs 2019".

6. Click on the blue button that says add experience

Step 7:



UT MARTIN

HOME EVENTS ORGANIZATIONS NEWS FORMS

My Experiences

Show All

ADD EXPERIENCE

UT Promise

No records found.

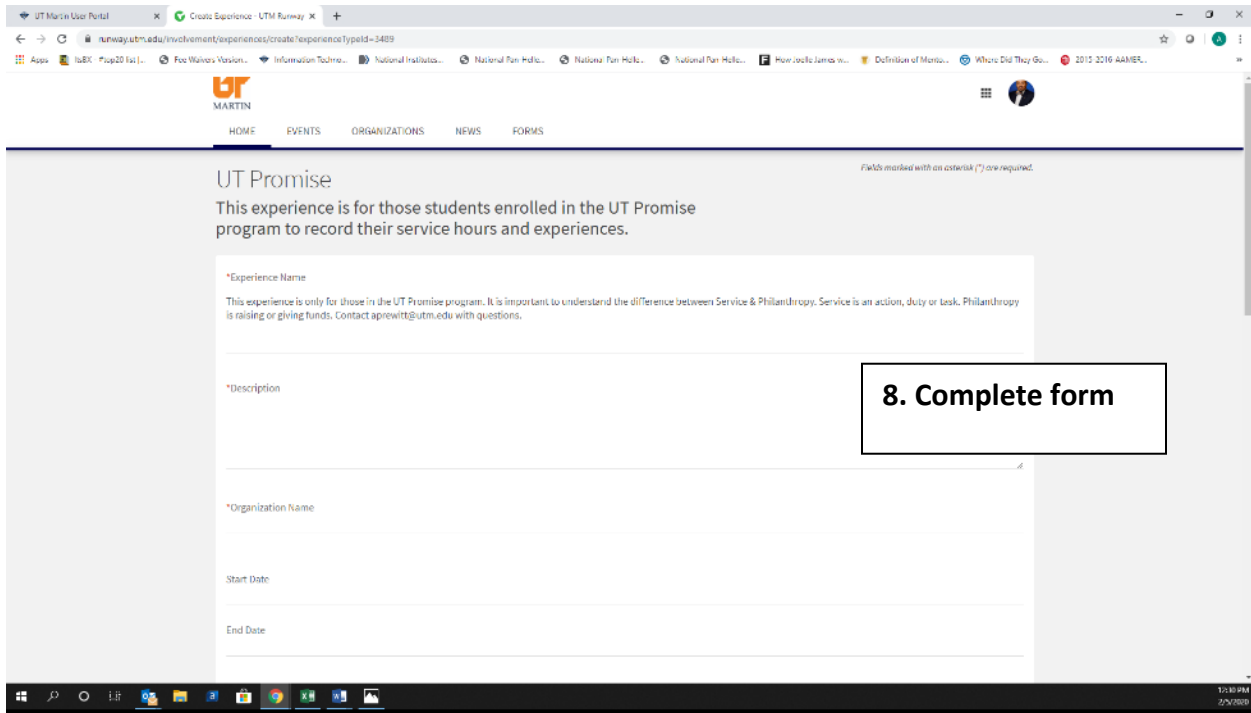
7. Select UT Promise

Privacy Support Release Notes Marketing Kit

© Campus Labs 2019

12:28 PM 2/5/2020

Step 8:



UT MARTIN

HOME EVENTS ORGANIZATIONS NEWS FORMS

UT Promise

This experience is for those students enrolled in the UT Promise program to record their service hours and experiences.

*Experience Name

This experience is only for those in the UT Promise program. It is important to understand the difference between Service & Philanthropy. Service is an action, duty or task. Philanthropy is raising or giving funds. Contact aprowitt@utm.edu with questions.

*Description

*Organization Name

Start Date

End Date

8. Complete form

1:08 PM 2/5/2020

Step 9:

The screenshot shows a web browser window with the URL `runway.utm.edu/involvement/experiences/create?experienceTypeId=3489`. The page title is "UT Martin User Portal" and the page content is a form titled "Contact Information". The form has the following sections:

- Contact Information**
 - *Contact Name: This is the name of your point person at the organization/location you performed service.
 - *Contact Title
 - *Contact Email
 - Additional Information
- File Upload**
 - The combined size of all uploaded files must be 10MB or less.
 - If you have documentation or photos that show the service, please upload here.
 - File: Choose File (No file chosen)
 - Description

At the bottom of the form, there is a blue button labeled "SUBMIT" and a grey button labeled "CANCEL". The "SUBMIT" button is circled in red. A blue arrow points from the "SUBMIT" button to a text box below the screenshot.

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.