



Center for Public Service
& Community Research

Commerce Connects

How to log volunteer hours

Hours need to be logged and verified.

Students who reach 400 verified hours will receive a stole at graduation.

Proof of Volunteer Hours

Copies of the volunteer logs can be found
online at UHD Commerce Connects or email
Mr. Villano at villanos@uhd.edu
Please fill out completely and have a
supervisor sign this.

Mr. Villano is located on the 2nd floor of
the commerce building, Room C-222.



COMMERCE CONNECTS

Volunteer Organization: _____

Date of Service: _____

Hours Volunteered: _____

What did you do? _____

Student Name: _____

Major: _____

Student ID: _____

Student Signature: _____

Volunteer Supervisor: _____

Title: _____

Volunteer Supervisor Signature: _____

Step 1. Google UHD Groups. Click on the square to the right.

UHD / STUDENT LIFE / STUDENT ACTIVITIES / CAMPUSGROUPS

STUDENT ACTIVITIES



STUDENT ACTIVITIES
STUDENT ORGANIZATIONS
CAMPUS ACTIVITIES BOARD ▼
CAMPUSGROUPS
CAMPUS RESERVATIONS
GREEK LIFE ▼
LEADERSHIP DEVELOPMENT
LOCKER RENTAL
MARIACHI ▼
TRADITIONS ▼
FOOD FOR CHANGE PROGRAM
VOLUNTEER OPPORTUNITIES
EVENTS
CONTACT US

UHD CampusGroups

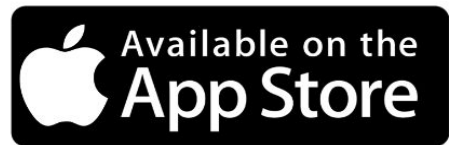
UHD CampusGroups is an education community platform for students, faculty and staff. Get involved by joining organizations and clubs that you are interested in. Check out events happening around campus, keep up with the latest news, and stay connected to your organizations.

CampusGroups allows UHD's faculty and staff to track service learning and community engagement. Community engagement participation can be shared with prospective employers and graduate schools.

See the "How To" articles posted below for more information and help navigating the new system.

- [Introducing CampusGroups](#)
- [Five things to do to get started on CampusGroups](#)
- [Get Started: User Guide](#) (PDF)
- [How to change my profile picture](#)
- [Organizations/Groups](#)

Log in to CampusGroups



Step 2. Log in or create a log in

Sign in

University of Houston-Downtown

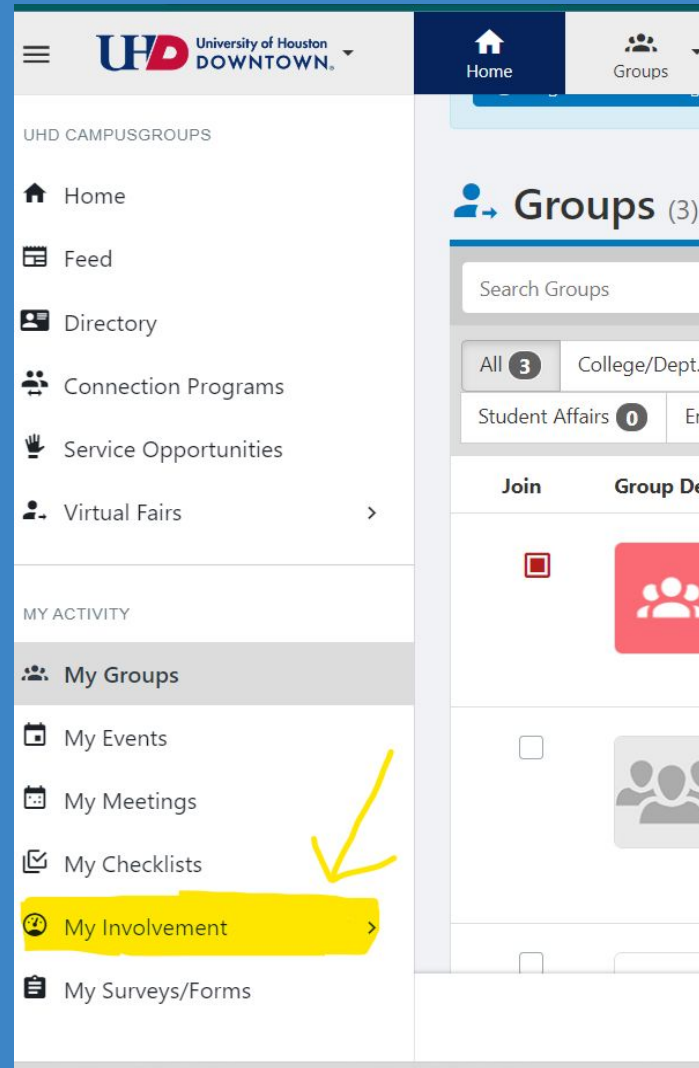
Use your UHD Login

UHD Login

Guest Accounts: [Sign in below](#)

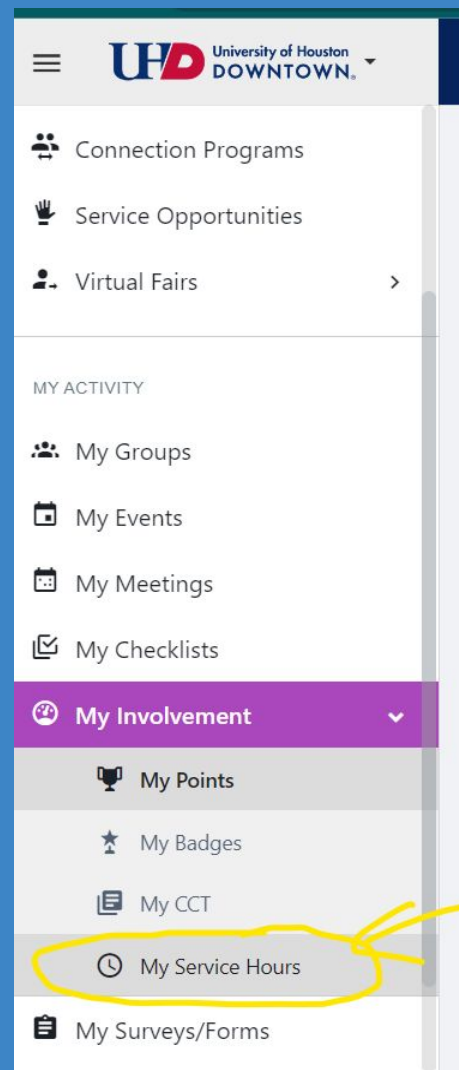
Step 3.

On the left hand side, scroll until you find My Groups. Under this tab you will find My Involvement. Click on this.

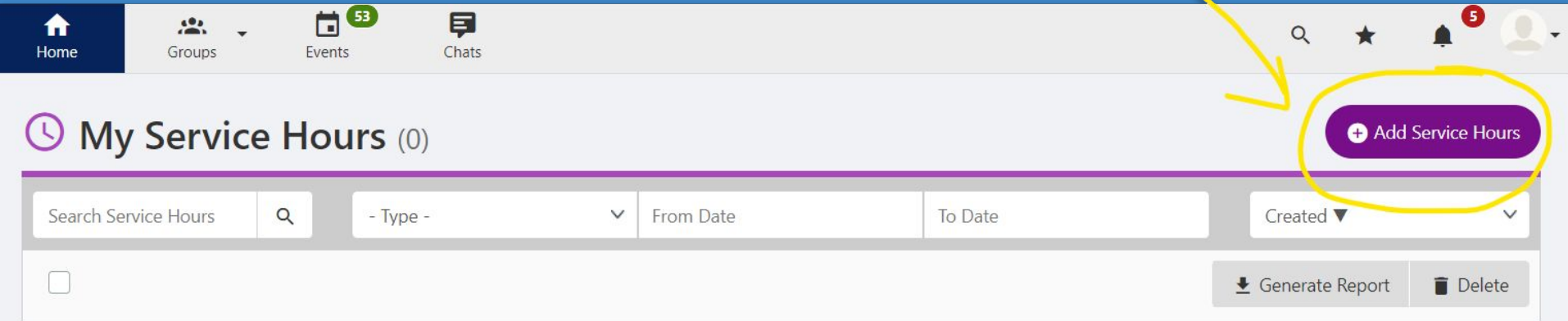


Step 4.

Once you click on My Involvement, more dropdowns will appear. Click on My Service Hours.



Step 5. You will see this screen. Click on Add Service Hours.



The screenshot shows the top navigation bar with icons for Home, Groups, Events (with a notification badge of 53), and Chats. On the right side of the navigation bar, there are icons for search, a star, a notification bell (with a badge of 5), and a user profile. Below the navigation bar, the main heading is "My Service Hours (0)". A yellow arrow points from the top right towards a purple button labeled "+ Add Service Hours", which is circled in yellow. Below the heading is a search and filter bar with fields for "Search Service Hours", "- Type -", "From Date", "To Date", and "Created". At the bottom right of this bar are buttons for "Generate Report" and "Delete".



No result found

Step 6.

You will need to fill out your volunteer information. Under Select One of Your Groups, make sure you click on Commerce Connects. There is also a spot to upload files. You can upload a copy of your signed volunteer log here. If you are unable to do so, then you can still drop it off at Mr. Villano's office. The last step will have you save.

Service Hours

What type of service hour? Experience

SELECT AN ORGANIZATION

Select one of your groups

TIME COMMITMENT

* Hours

* Date 10 Feb 23
Format: dd MMM yy

ATTACH FILES

Files Upload

REFERENCE

Close Next

Step 7.

Once you hit save, a service hour will appear. Mr. Villano will receive an email asking him to verify your hours. If you make a mistake you can delete your entry by clicking on the box next to the entry and clicking delete.

The screenshot displays the 'My Service Hours' interface. At the top, there is a header with a clock icon, the title 'My Service Hours (1)', and a purple button labeled '+ Add Service Hours'. Below the header is a search and filter bar containing a search input, a search icon, a dropdown for '- Type -', and two date input fields labeled 'From Date' and 'To Date'. To the right of these fields is a dropdown for 'Created'. Below the search bar is a table with one entry. The entry has a checkbox on the left, a notification badge with the number '1', the name 'test', a purple 'Experience' tag, '2 Hours', a 'Pending Verification' badge, and the text 'Created on: Feb 10, 2023'. Below the table name is a sub-entry for 'Commerce Connects' with the date 'On Feb 10, 2023'. On the right side of the table, there are two buttons: 'Generate Report' and 'Delete'.

Search Service Hours		- Type -	From Date	To Date	Created
<input type="checkbox"/>	1	test	Experience	2 Hours	Pending Verification
<input type="checkbox"/>		Commerce Connects			Created on: Feb 10, 2023
		On Feb 10, 2023			

And now you have
submitted your service
hours!

