

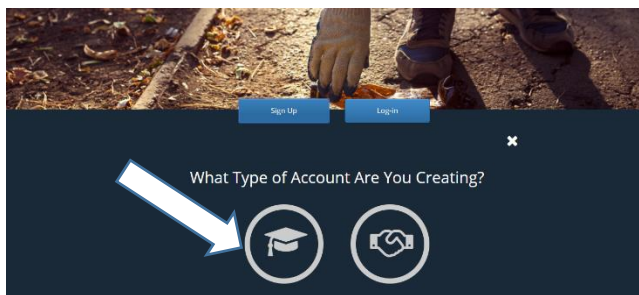


Office of Service Learning and Mentorships Student Service Learning Portal Resource

Registering for the Service Learning Portal

Go to www.serveaacps.org to get started.

You can sign up to use the portal by selecting sign up and choosing the graduation cap to indicate you are a student. Once you select the graduation cap, select the blue next box that appears in the bottom right corner of the screen.



Fill in the required field and create account.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Student ID	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
	<input type="button" value="Previous"/> <input type="button" value="Create Account"/>

On the next screen, fill out the required information and select the save option that is located in the bottom right corner of the screen.

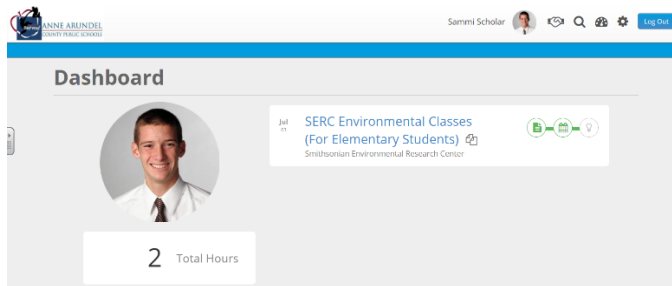
You are now registered for the portal. In order to start using the portal, you and your parents will need to review the Student-Parent Agreement and sign all required portions of the agreement. You can get a copy of this form from the resources section of the portal or from the school-based service learning facilitator (SBSL facilitator).

This form will be given to the SBSL facilitator, who will then approve your registration, which will allow you to start the service learning

Navigating your Dashboard

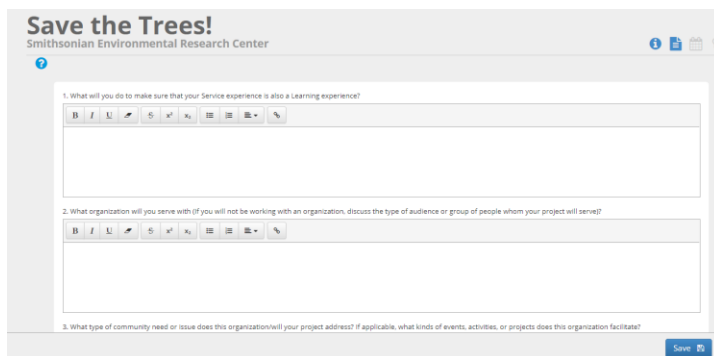
Once you have submitted the required agreement to the SBSL facilitator, you will be able to access your dashboard and search for service opportunities so you can start thinking about the preparation phase of your project.

Your Dashboard page allows you to upload a picture of yourself, see how many service hours you have completed, and view your service projects. It also provides link for you to recommend a community partner, search opportunities, and edit your profile. See the icon quick guide for more information on the function of each icon.



Managing Your Projects

Once you have reviewed the opportunities and have chosen one you would like to focus on for the service learning experience, you can select the opportunity to begin the preparation portion. Make sure you save your work.



The action portion of the project is the actual service experience. The business/community partner will confirm that you attended and completed the service hours. You can start on your reflection portion once the hours are complete. You will not see credit for the hours until your SBSL facilitator has approved your hours.

If you have any questions that are not answered in the FAQs or Icon Reference Sheet, contact your SBSL facilitator.