

How to Submit Service Hours

1. Go to <https://uiw.campuslabs.com/engage> and log in with your UIW credentials



2. Scroll down to find the "Campus Links" area, then click the "Record Community Service" link

3. Then click on the "Add Impact" button

4. You can change the place of impact if you did not serve with UIW by clicking the "Change" button at the top of the form. It will give you a list to choose from or you can click the "Can't find it?" button which will allow you to type in a name and contact information.

5. Fill out the date, the amount of hours served, and answer the questions, as well as give any more feedback or upload any documents that you would like.



6. Once you're satisfied, go ahead and click "**Save Impact**" and your submission will be verified by us!

<https://qrco.de/bbAd4C>



UIW Engage

Ettling Center for Civic Leadership & Sustainability

▶ If you have any questions or concerns, please do not hesitate to contact us at ccl@uiwtx.edu or our office phone 210.283.6423



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