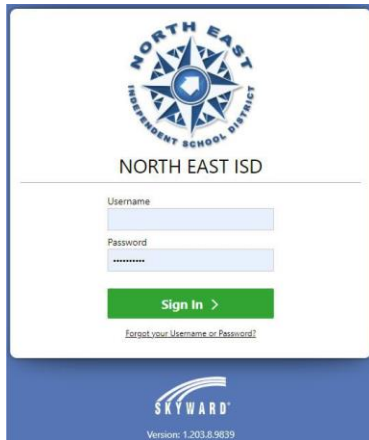


Directions for students to enter their volunteer hours on the Skyward Portal:

Go to <https://www.neisd.net/skyward> or in your NEISD Launchpad, click Skyward.



Log into your student account.

Click on the Volunteer icon.



It should bring up the volunteer screen. (If a different screen comes up instead, simply click on the Volunteer link on the upper left side of the screen.)

Volunteer

Levels for Student Recognition of Service

Hours by Award	Bronze	Silver	Gold
Elementary (K-5th)	10-19	20-49	50+
Middle School (6th-8th)	20-49	50-74	75+
High School (9th-12th)	50-74	75-149	150+

The reporting year for North East ISD's Student Volunteer Service Award (SVSA) is from April 1st through March 31st. Only service hours outside the school day are eligible for recognition.

Have you already volunteered but didn't sign up through the Portal first?
Click the 'Log hours' button below to enter your volunteer hours.

[Log hours](#)

Click "LOG HOURS" button.

The Add Activity screen will come up. Fill out the required (*) fields.

The screenshot shows the 'Add Activity' form with the following fields and annotations:

- Name of organization or individual ***: Text input field containing "Example: Tejada PTA".
- Volunteer coordinator email**: Text input field with a blue tooltip that says "The coordinator email address is not required. If an email address is provided, an email will be sent to the coordinator to approve the volunteer hours." A large 'X' is drawn over this field.
- Activity Category ***: A dropdown menu with the text "Drop down menu" and a right-pointing arrow.
- Activity Title ***: Text input field containing "Example: Campus Cleanup".
- Activity Description ***: Text area containing "Example: Pulled weeds and put mulch around shrubs".
- Activity Date ***: Text input field containing "MM/DD/YYYY" with a right-pointing arrow and a calendar icon. Below it, the text "or click for calendar" is written.
- Activity Hours ***: Text input field.
- At the bottom, three buttons are shown: "Save", "Save and add another", and "Close". The "Save" and "Save and add another" buttons are circled with a hand-drawn line, and the word "or" is written above them.

After you are done adding your hours, click close. You can check your logged hours by going to the bottom of the page to the "My Activity" section. Click summary and enter the year if you want to narrow the entries you are viewing. Newly entered hours may not appear immediately.

The screenshot shows the 'My Activity' section with the following elements:

- My Activity**: Section header.
- Navigation**: Three buttons: "Pending Action 0", "Upcoming 0", and "Summary". A left-pointing arrow is drawn over the "Summary" button.
- Volunteer Year**: A dropdown menu showing "2021". A left-pointing arrow is drawn over the dropdown.
- Printer friendly**: A button with a printer icon.
- Summary Box**: A green box containing the following text:
 - Total Volunteer Hours: 0
 - Total Volunteer Hours Approved: 0
 - Total Volunteer Hours Pending Approval: 0
 - Volunteer Hours Remaining for next award level: 50 to Bronze
- Table Header**: A table with the following columns: Date, Activity Status, Hours, Org, Contact Email, Title, and Description.