How to Log your Service Hours for the FIRST time

1. After you have joined the DePauw Community go to www.noblehour.com/depauw
2. Click “Hour Tracking” on the menu list.
3. On the left you will see “Track a New Opportunity” click on that.
4. Next you will select the group who you do service with. Groups are can be your Greek house, DePauw Community Service, Civic Fellows, Sports Team, etc…
5. Next you will select the organization where you did service at. This will be like Sports Night, 5ks, Student Friend, TALKS, Humane Society, etc… The easiest way to find the organization is by searching our local zipcode “46135”. Enter that and hit submit.
6. Click the “Select” Button and a box will pop up and hit “Select” again to verify the information.
7. You will now be at the “Review and Submit” page. Click on the “Submit” button.
8. Enter your hours with the date and appropriate time. You can enter multiple dates and times on this screen but you must click the +ADD blue button after each entry.
9. After you have added your service hours, click on the “Submit” button with the box that has your service opportunity on it.
10. You are now on the verification page enter your name and check the box below that affirms your hours are correct.
11. Click the blue “Submit” button.
12. A pop-up box will state “your submission has been sent for approval”. Hours will be approved by 9am Monday through Friday. After approval your hours will show up in your profile.