

How to Log Volunteer Hours

Keep track of your volunteering hours by entering them onto Knights Connect.

IMPORTANT: All volunteer hours done in a semester must be logged to Knights Connect on or before the last day of the semester to be verified and approved. Hours submitted after the deadline will not be approved nor denied by overseeing officers; they will remain with a “pending” status.

All volunteer hours completed in Fall 2022 must be logged in to Knights Connect to submit for approval by **Friday, December 16th, 2022, 11:59 p.m.**

DO NOT enter all the service hours in one entry. Make a separate submission for each volunteer event you attended. One entry for multiple events will be denied.

Below is a step-by-step tutorial on how to enter them into Knights Connect.

Explore University of Central Florida

Authorized Officer Webcourses 2022-2023

The 2022-2023 Authorized Officer Webcourse is now [available](#). As of July 1st, we will **only** honor the 2022-2023 RSO Quiz Scores.

New Organization Registration

Register your New Student Organization by following [these simple steps!](#)

Department Relay Form

Does your department have information they want shared with the UCF community? Please fill out the [Relay Request Form](#) to get your message sent out!

Memberships



Hearts for the Homeless Orlando

1. Log into your Knights Connect account using your NID and myUCF password. Once logging in, click on your account icon in the upper right-hand corner.

The screenshot displays the University of Central Florida (UCF) student portal. At the top left is the UCF logo and the text "UNIVERSITY OF CENTRAL FLORIDA". A search bar is located at the top center. The main heading reads "Explore University of Central Florida". Below this are three yellow-bordered cards: "Authorized Officer Webcourses 2022-2023", "New Organization Registration", and "Department Relay Form". A "Memberships" section is visible below the cards, featuring a card for "Hearts for the Homeless Orlando". On the right side, a user profile for "Architha Venkatesan" is shown with a circular icon containing the letter "A". A drop-down menu is open, listing various options: "Event History", "Memberships", "Experiences", "Service Hours" (highlighted with a red box and a red arrow), "Co-Curricular Transcript", "My Submissions", "My Downloads", and "Get Ready to Vote". Below the menu is a section titled "AVAILABLE PREVIEWS" with a toggle for "New Navigation" and a "LEAVE FEEDBACK" button.

2. Click the “Service Hours” option on the drop-down menu that appears when you click on your account icon.

My Service Hours

 [+ ADD SERVICE HOURS](#)

July 15, 2022 - July 22, 2022

WEEK MONTH 3 MONTHS CUSTOM

Zero
PENDING HOURS

Zero
APPROVED HOURS

Zero
DENIED HOURS

PENDING APPROVED DENIED

 

Select	Organization	Date	Description	Duration	Action
There is no data available.					

3. Click the “Add Service Hours” option to log your volunteer hours for one event.

Add Service Hours

Fields marked with an asterisk (*) are required.

*Organization

Hearts for the Homeless Orlando (H4H Orlando) ▼

*Description

Blood Pressure Screening at the Christian Service Center overseen by (overseeing E-Board Officer's name).

*Date

*Hours

*Minutes

Verification Contact

h4horlandoucf@gmail.com

CREATE

CANCEL

4. Enter all the required information to submit your volunteer hours for verification. This is an example. The verification contact should be **h4horlandoucf@gmail.com**

My Service Hours

▶ SERVICE HOURS

July 15, 2022 - July 22, 2022

WEEK MONTH 3 MONTHS CUSTOM

Zero
PENDING HOURS

Zero
APPROVED HOURS

Zero
DENIED HOURS

PENDING APPROVED DENIED

- To view your approved hours, click on the “Approved” tab. Edit the time range by clicking the “Custom” button to view approved hours for the dates you want to see.

Service Hour Record



Submitted By Architha Venkatesan
Submitted On 9/23/2020 2:17 PM

Organization Hearts for the Homeless Orlando
Date 3/7/2020
Description Blood Pressure Screening at 514 S Parramore Ave,
Orlando Fl, 32805.
Duration 4:00
Verification Contact h4horlandoucf@gmail.com

Approved

Reviewed By: Ruben Mercado Santos at 10/26/2020 11:37 AM

Comment: Ruben - Approved, verified email.

CLOSE

6. Here is an example of what a verified record looks like. When you click on a verified event, it should have a green box saying the log entry has been approved.