How to enter hours | GivePulse at GCSU

1. Navigate to GCSU GivePulse: https://givepul.se/r4f07
2. Login with Your GCID (bobcats email credentials – DUO Push)

3. Select “Add Impact” at the right side of the screen
4. Find the group or organization where you completed your hours. **One of two ways:**

- **Option One.** Unclick “my groups” and use the search feature to find the name of the organization completing volunteer service with. a. Ex: Red Cross Milledgeville, Life Enrichment Center, etc

- **Option Two.** Click the “can’t find it?” button at the top right and add the information for the organization and name of person at the non-profit that will verify your hours.

**Completing the Form**

5. **Course Engagement:** Select "yes" or “no” this impact is for a course
   - If “yes” linked to a course, select the course name from the drop down.

6. **Date:** Enter start date

7. **Impact Type and Measurement:** Select time and enter how many hours
8. **Requested Information:**
   - View the PDF to verify that your volunteer hours count as service and check the document agreement box.
   - What type of service: Select campus or community.
   - Category of service: Select appropriate box.
   - Was this required or prompted by: Select all that apply.
   - Description of service: Provide 1-2 sentences detailing what you did.

9. **Sharing and Privacy Settings:** Add any student organizations you would like to share this volunteer service with. For example: your sorority/fraternity, club team, etc.

10. **Select:** Add impact at bottom left of screen