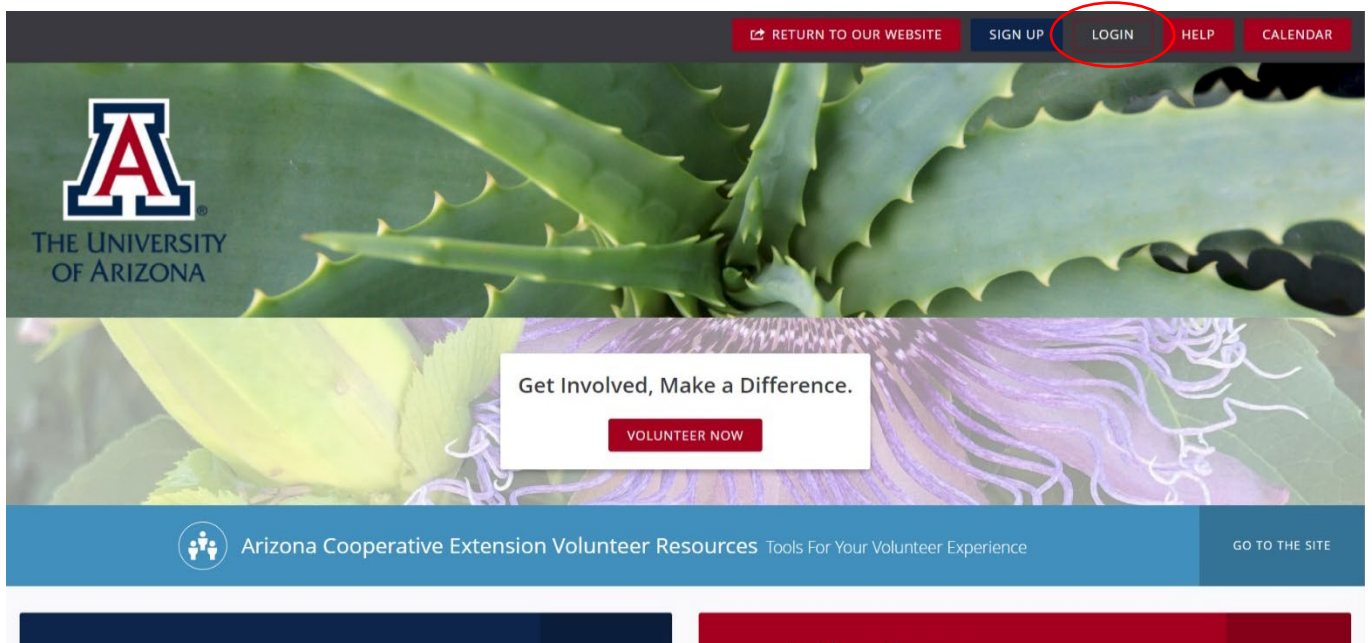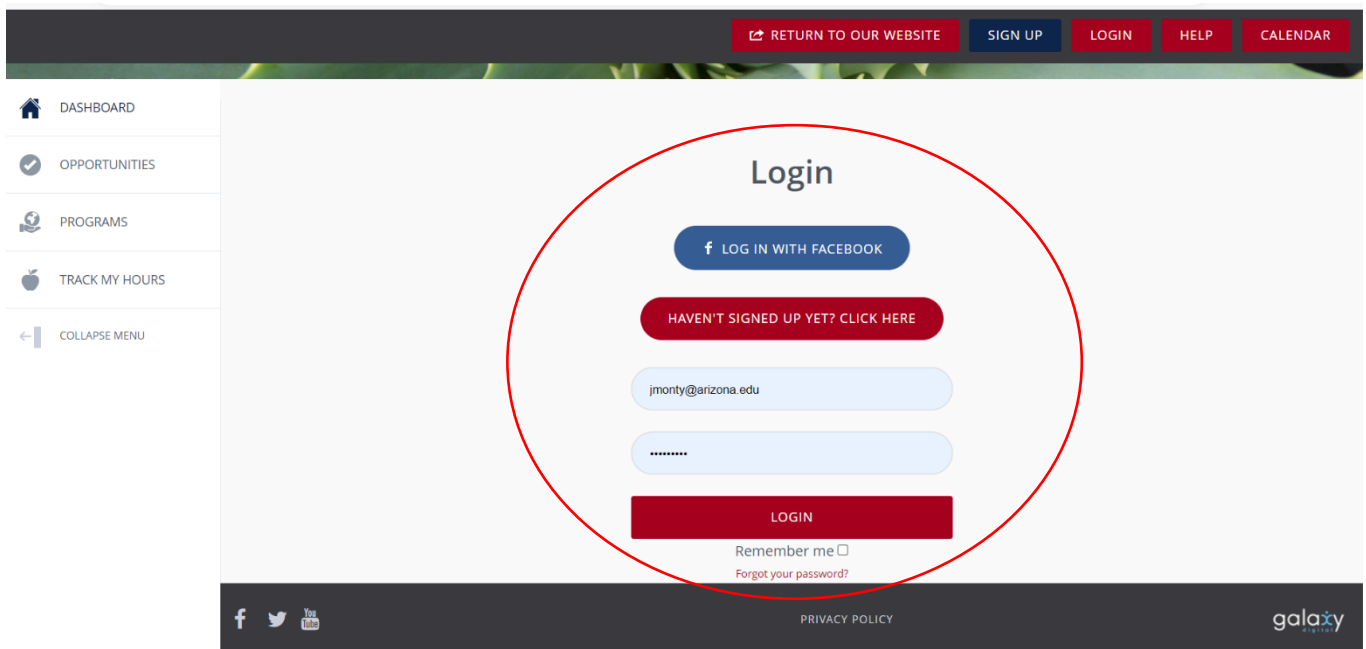Entering Hours on the Hour Tracker
Web Version

LOGGING IN

1. In your internet browser, navigate to this website: https://volunteer.extension.arizona.edu/
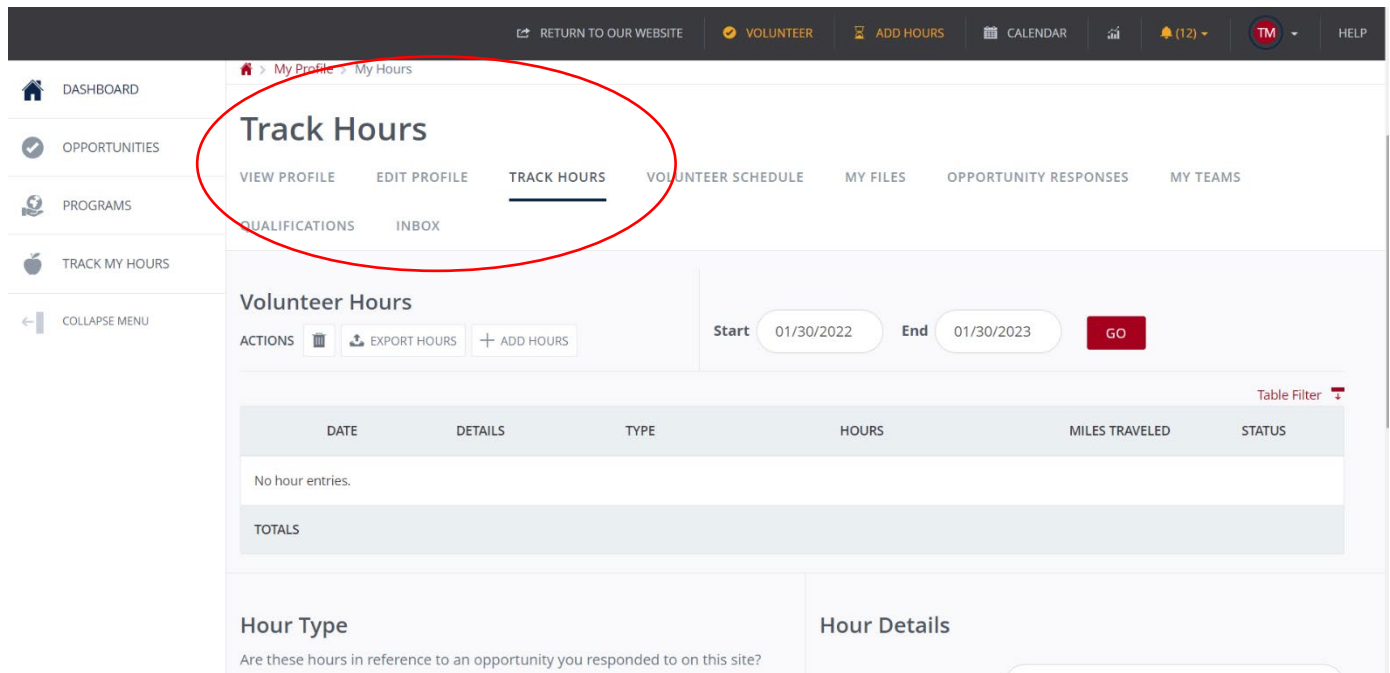2. In the top right hand corner, click "**Login**".

3. The screen will change to show a Login area, enter your email address and password in the fields, and click the red "**Login**" button.
   a. You can select *Forgot your password* if you need help unlocking your account.
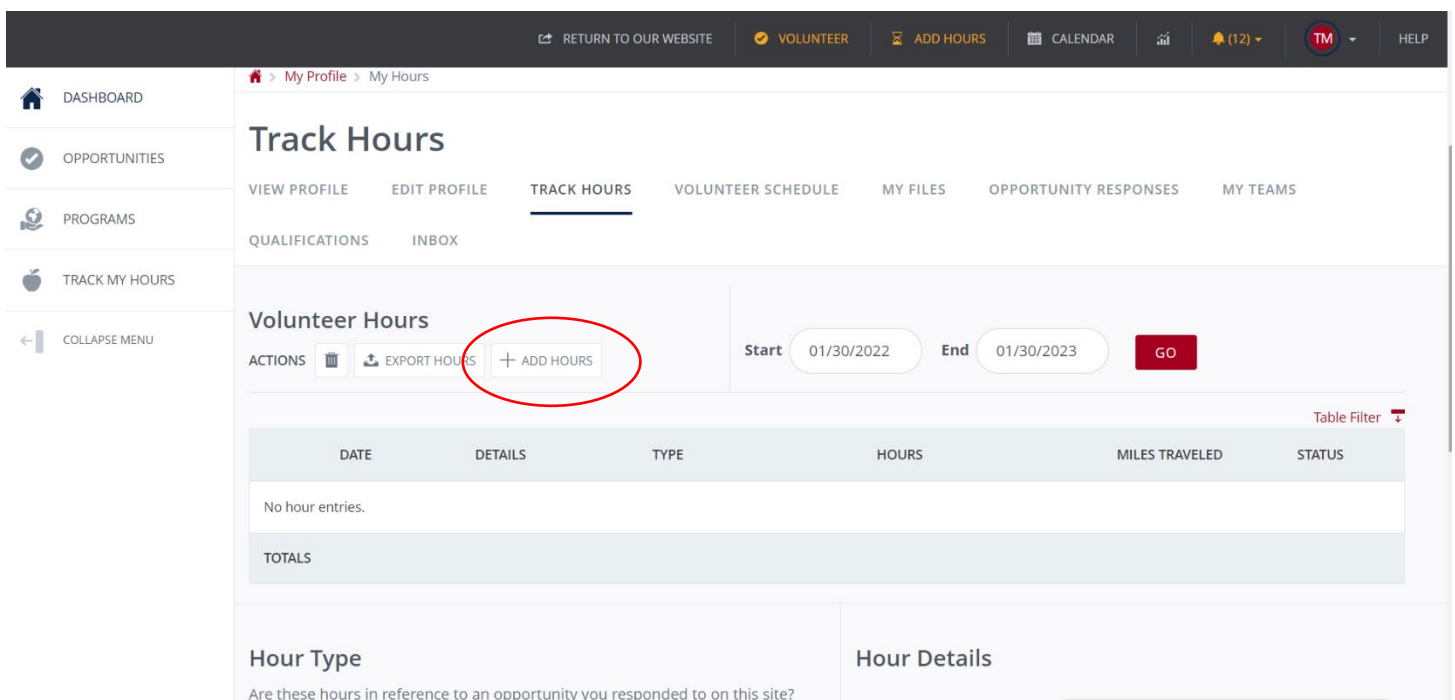
Entering Hours on the Hour Tracker
Web Version

ENTERING HOURS

4. In the next screen, you will see **Track Hours** as your default page.

5. To enter your hours, click the button that says **"Add Hours".**

6. Select the **Opportunity** that you are logging hours for, along with **Date Worked** and **Hours Worked**, and any **Description** you wish to share with your coordinator.

7. When finished entering information, please hit the red "**Submit Hour Entry**" button.

Entering Hours on the Hour Tracker
Web Version

8. A Green Banner confirming your hour entry will appear in the next screen along with a summary of your hours.

EDITING HOURS

9. If you entered incorrect hours, you have a chance to change them until the coordinator approves them. (Status will be marked as "Approved". Here is how to edit your hours. Navigate to the **Track Hours** page. Under **Status**, click the pencil icon to edit.

10. Change the information you wish to edit, then select "**Submit Hour Entry**".

11. A Green Banner confirming your hours edit will appear. Your coordinator can now approve your hours as needed.