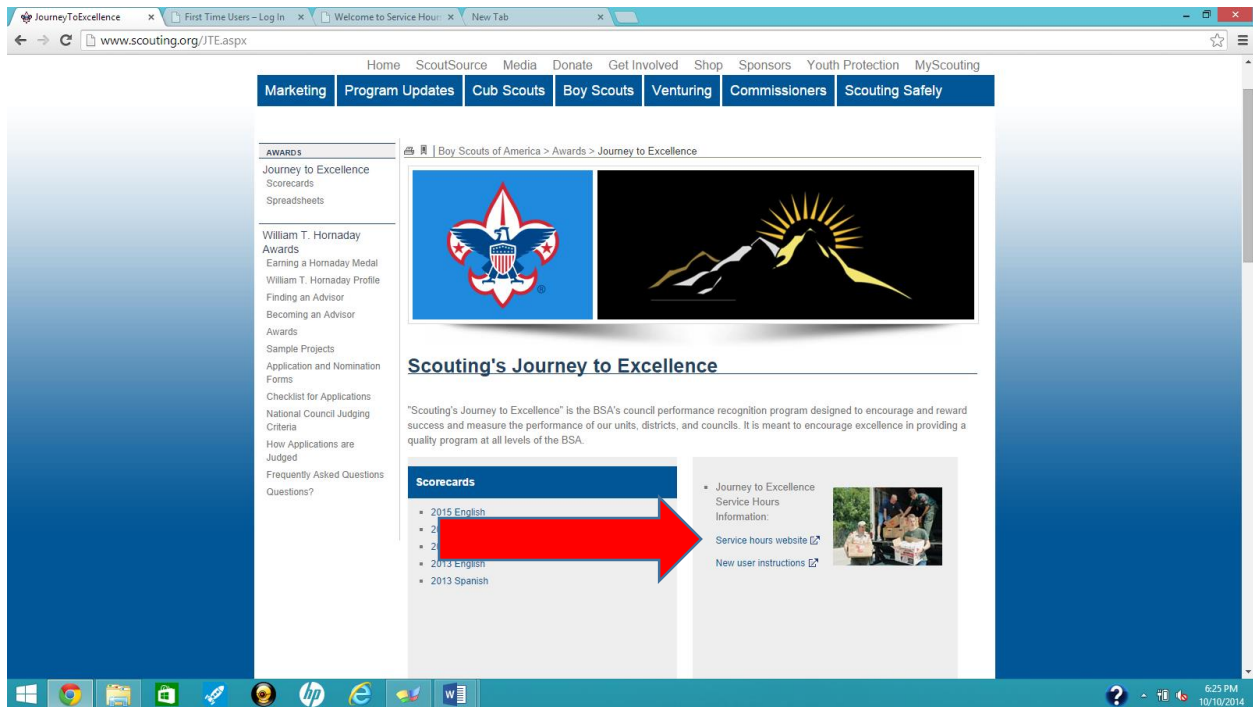


TO RECORD SERVICE HOURS

TO RECORD SERVICE HOURS PLEASE FOLLOW THESE STEPS IF AT ANYTIME YOU HAVE AN ISSUE PLEASE CALL YOUR DISTRICT EXECUTIVE, ALSO YOU CAN CALL THE NATIONAL MEMBER CARE HELPLINE AT 1-855-707-2644 or 972-580-2489.

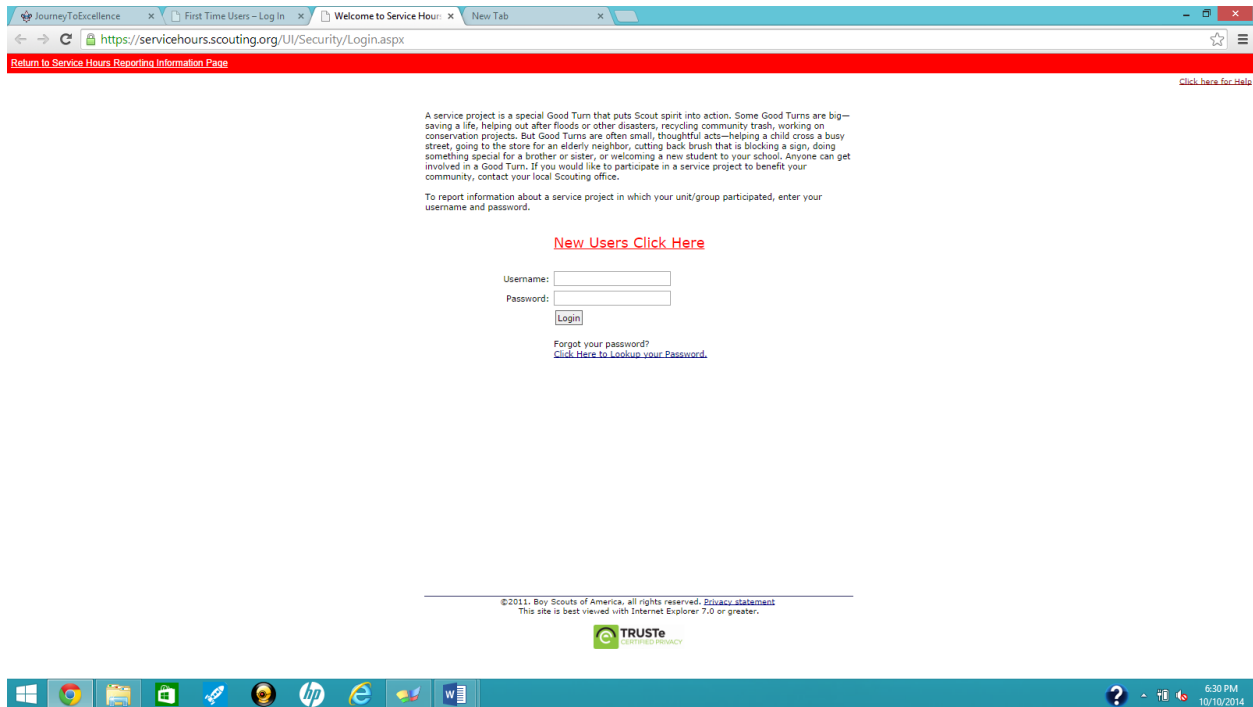
STEP 1

GO TO WWW.Scouting.org/JTE AND CLICK ON THE LINK LOCATED ON RIGHT HAND SIDE NEXT TO THE PICTURE OF THE SCOUTS UNLOADING A TRUCK. THE LINK IS CALLED SERVICE HOURS WEBSITE. ALSO AVAILBLE IS ANOTHER LINK CALLED NEW USERS INSTRUCTIONS. THIS MAY ALSO BE HELPFUL AS A RESOURCE.



STEP 2

AFTER CLICKING ON THE LINK BESIDE THE PICTURE YOU WILL GO TO A WEBSITE THAT LOOKS LIKE THIS.

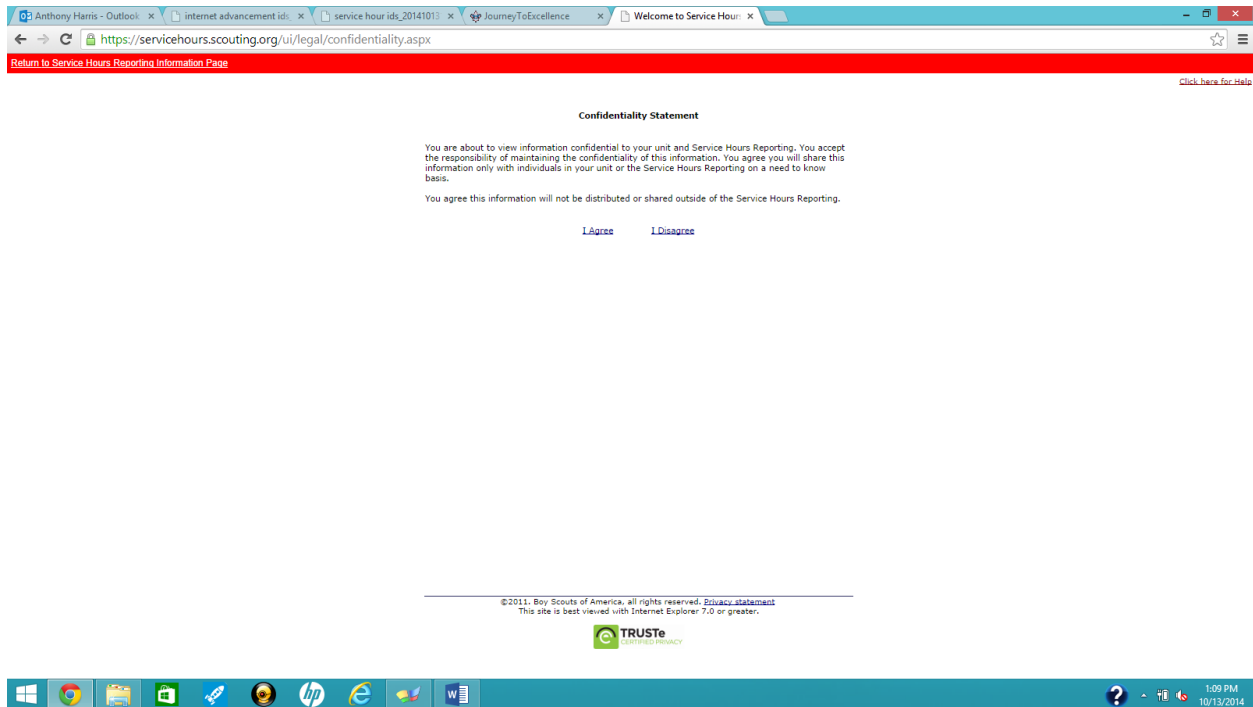


STEP 3

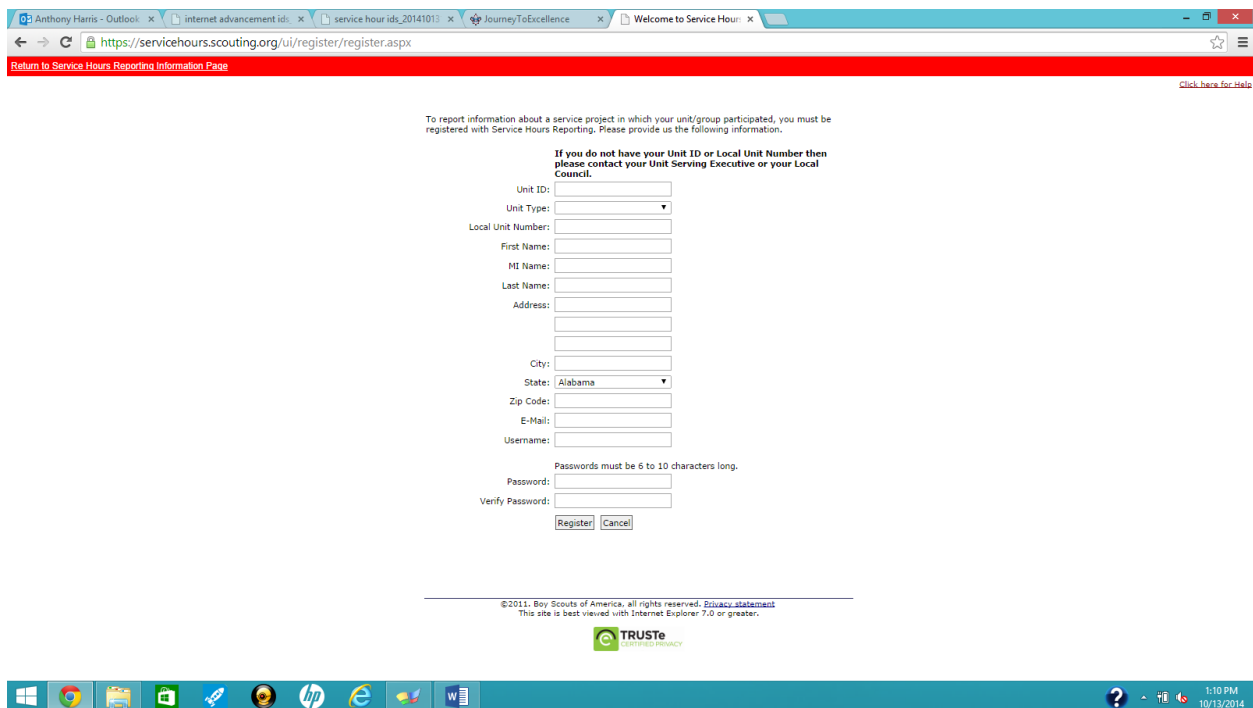
IF THIS YOUR FIRST TIME ENTERING SERVICE FOR YOUR UNIT YOU WILL NEED TO SETUP AN ACCOUNT. THIS CAN BE ACCOMPLISHED BY CLICKING THE NEW USERS CLICK HERE LINK AS SHOWN IN THE PREVIOUS SCREENSHOT. IF YOU ARE NOT A RETURNING USER THEN YOU WOULD JUST TO PORCEED TO LOG IN USING THE USER NAME AND PASSWORD YOU HAD PREVIOUSLY SET UP. IF YOU HAVE MISPLACED YOUR PASSWORD YOU CAN USE THE LINK TO LOOKUP YOUR PASSWORD. IF YOU ARE STILLING HAVING AN ISSUE YOU CAN CALL YOUR DISTRICT EXECUTIVE OR THE NATIONAL MEMBERCARE HELPLINE. NATIONAL MEMBERCARE HELPLINE HOURS ARE MONDAY THROUGH FRIDAY FROM 7 AM TO 7 PM CENTRAL TIME.

STEP 4

After clicking the new user link on the previous screenshot you will go to a page that looks like this.



Read the statement then click on I Agree. That will lead you to a page that looks like this.



Fill in the necessary information on this page and then click register at the bottom.

Step 5

After either setting up a new user or logging you will get a page that looks like this.

The screenshot shows a web browser window with the URL <https://servicehours.scouting.org/Home.aspx>. The page has a red header bar with the text "Return to Service Hours Reporting Information Page". Below the header, the user is identified as Anthony J. Harris, Troop 0317, from Conquistador Council BSA. A message states: "Your last Eagle Scout Service Project Desc was recorded on April 08, 2014." On the right side, there are links for "Home", "Change Profile", "Change Password", "Log Off", and "Help".

Thank you for taking the time to enter your service project hours!

Search Institute®, headquartered in Minneapolis, MN, is an independent, nonprofit, nonsectarian organization committed to helping create healthy communities for every young person. Their research has identified 40 Developmental Assets that are powerful influencers on adolescent behavior—both protecting young people from many different problem behaviors and promoting positive attitudes and behaviors. Studies of more than 2.2 million young people in the United States consistently show that the more assets young people have, the less likely they are to engage in a wide range of high-risk behaviors and the more likely they are to thrive. This power is evident across all cultural and socioeconomic groups of youth.

One of those 40 developmental assets is **Service to Others** where the child has opportunities to help others in the community. Today, youth and volunteers are looking for ways to serve their communities, and at the same time, service organizations need dedicated volunteer help. By working together, we can positively benefit in the development of young people, our communities, and the nation.

- Would you like to view all previously recorded projects? [Click Here.](#)
- Would you like to report a Service Project? [Click Here.](#)
- Would you like to report an Eagle Scout service project? [Click Here.](#)

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This site is best viewed with Internet Explorer 7.0 or greater.

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The taskbar at the bottom shows the Windows Start button, icons for Chrome, File Explorer, Mail, Skype, HP, Edge, and Word, and a system tray with a help icon, volume, and a clock showing 1:15 PM on 10/13/2014.

Click on the statement that best applies to what you are trying to do typically report a Service Project in the middle.

Step 6

Now be careful as to how much time has elapsed since you last logged in it made me log in again. After doing so I got this page.

Anthony Harris - Outlook x internet advancement ids x service hour ids_20141013 x JourneyToExcellence x Welcome to Service Hour x

https://servicehours.scouting.org/ui/projects/serviceprojects.aspx?projectId=1

[Return to Service Hours Reporting Information Page](#)

Welcome Anthony J Harris
Troop: 0317
Council Name: Conquistador Council BSA
Your last Eagle Scout Service Project Desc was recorded on April 08, 2014.

[Home](#) | [Change Profile](#) | [Change Password](#) | [Log Off](#) | [Help](#)

Click on the category below that best describes the type of service project in which your unit participated. Use "Other Services" for any service project that does not fall into any of the listed categories.

<p>Messengers of Peace</p> <ul style="list-style-type: none"> Personal Dimension Community Dimension Environmental Dimension 	<p>Healthy Living</p> <ul style="list-style-type: none"> Blood Drive Fun Run / Walk / Hike / Cycle Bike Safety Event Child Fingerprinting Health Fair / Fitness Expo CPR Training Tree Planting Litter Cleanup / Beautification
<p>BSAdopt-a-School</p> <ul style="list-style-type: none"> Other Bike Safety Event Child Fingerprinting 	<p>Shelter</p> <ul style="list-style-type: none"> Home Building Home Repair / Maintenance Personal Care Collection Blanket Collection School Supply Collection Book / Magazine Drive
<p>US Military Families</p> <ul style="list-style-type: none"> Blue Star Families Other 	<p>Other Services</p> <ul style="list-style-type: none"> Disaster Relief Conservation Military Support National Park Service Resource Stewardship Other
<p>Food</p> <ul style="list-style-type: none"> Food Collection Meal Delivery Serving Food 	

[Return Home](#)

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1:18 PM
10/13/2014

Select the topic for what best suits your Service Project when in doubt use other (bottom of right column)

Step 7

You will next come to a page that looks like this.

Anthony Harris - Outlook x internet advancement id: x service hour ids_20141013 x JourneyToExcellence x Welcome to Service Hour x

https://servicehours.scouting.org/ui/questions/Questions.aspx?projectId=1&serviceprojectId=4&categoryId=41

Return to Service Hours Reporting Information Page

Welcome Anthony J Harris
Troop: 0317
Council Name: Conquistador Council BSA
Your last Eagle Scout Service Project Desc was recorded on April 08, 2014.

Home | Change Profile | Change Password | Log Off | Help

Other

To report information about a project, fill out the following information and press the Submit Report button.

Date of service project

Number of youth members participating in the project

Number of youth who are not members participating in the project

Number of adult leaders participating in the project

Number of other adults participating in the project

Total unit hours - including members and non-members (example: 10 people worked 2 hours = 20 total unit hours)

Which of the following organizations did you partner with on the project?

Hold down the Ctrl key to select multiple entries.

- Messengers of Peace
- BSAdopt-a-School
- US Military Families
- Order of the Arrow Lodge

Briefly tell us about your project (Do not use special characters in text.)

Characters available: 2000

Submit Report Cancel

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Windows taskbar: 1:20 PM 10/13/2014

Simply fill it out according to your Service Project Details. Click on Submit Report, after doing so I had a pop up asking to confirm I clicked on OK and got this page.

Anthony Harris - Outlook x internet advancement id: x service hour ids_20141013 x JourneyToExcellence x Welcome to Service Hour x

https://servicehours.scouting.org/ui/questions/Confirmation.aspx?projectId=1&projectname=Service%20Project&answerid=11704814131002234535

Return to Service Hours Reporting Information Page

Welcome Anthony J Harris
Troop: 0317
Council Name: Conquistador Council BSA
Your last Service Project was recorded on October 13, 2014.

Home | Change Profile | Change Password | Log Off | Help

Congratulations !

Your Service Project has been recorded.

[Click here to get your Service Hours Reporting Certificate.](#)

- [Click here](#) to record another Service Project.
- [Click here](#) to return home.

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Windows taskbar: 1:23 PM 10/13/2014

Step 8

Now you have entered a Service project. If you need to modify a previously enter Service Project that can be done by simply choosing that option located in step 5.

NOTE

If the Service Project is for an Eagle Service Project then you need to record those hours in a different way choose Eagle Project in Step 5.

NOTE 2:

If at any time you need help please contact your District Executive, Council Service Center, or the National Helpdesk.