How to Log Your Hours

If this is your first time in AggieSync, you’ll be asked to complete your profile. When your profile is finished, you’ll find yourself on this page.

Click on your name or profile picture near the top of the screen. A drawer will slide out. Click on Involvement.

Click on the green button labeled Add Involvement Entry.

Choose Service Participation to log your service hours. If you want to keep a record of events in which you’ve participated, you can log that under Event Participation.

Choose the organization with which you volunteered from the dropdown. If you don’t see the organization, go to the bottom and choose Other. Fill out the required information.