



# Submitting Your Individual Community Service Hours on C-Link

Office of Student Conduct & Community Engagement

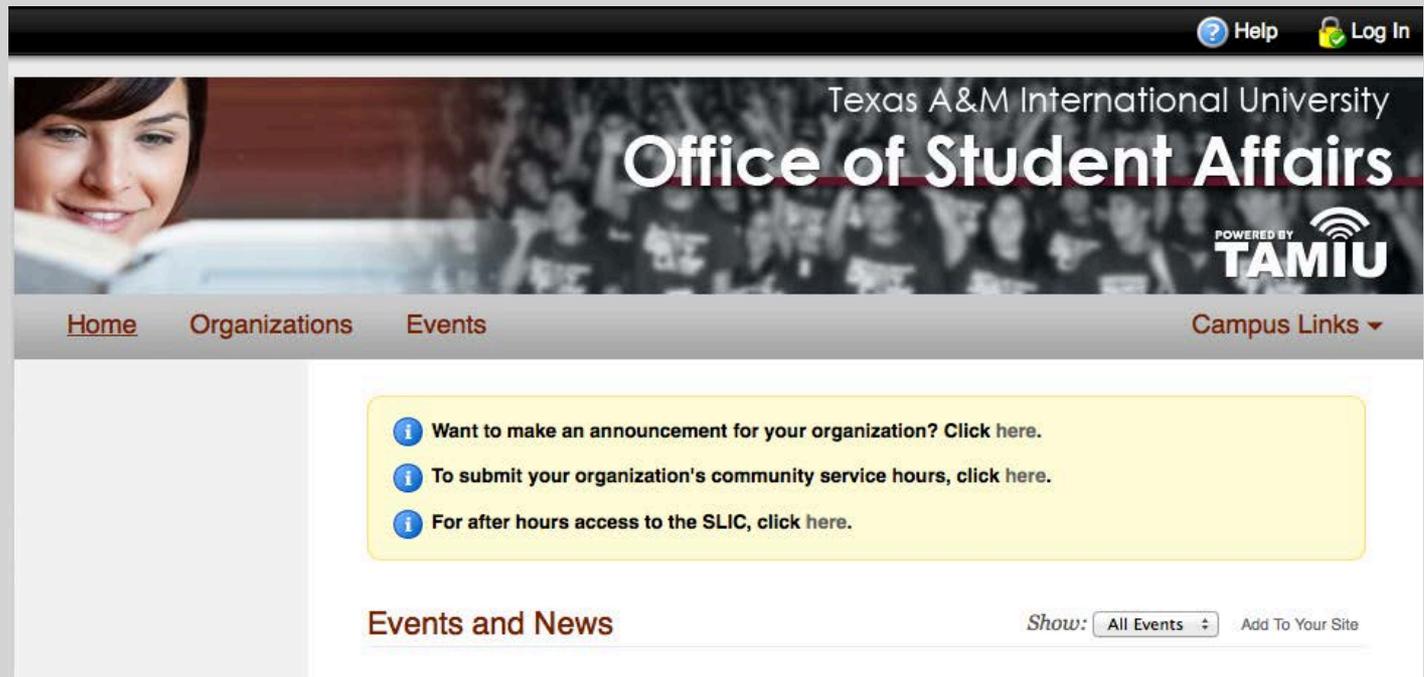
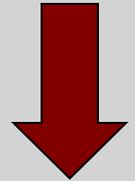
956.326.2286

[www.tamiu.edu/scce](http://www.tamiu.edu/scce)



# Submitting Your Service Hours on C-Link

1. Go to [tamiu.collegiatelink.net](http://tamiu.collegiatelink.net)
2. Click on Log In

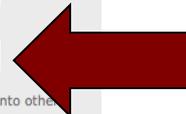
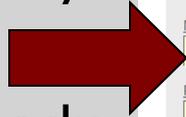
A screenshot of the Texas A&M International University Office of Student Affairs website. The top navigation bar includes 'Help' and 'Log In' links. The main header features a banner with a student reading a book and the text 'Texas A&M International University Office of Student Affairs'. Below the banner is a navigation menu with 'Home', 'Organizations', 'Events', and 'Campus Links'. A yellow callout box contains three informational links: 'Want to make an announcement for your organization? Click here.', 'To submit your organization's community service hours, click here.', and 'For after hours access to the SLIC, click here.'. At the bottom, there is an 'Events and News' section with a 'Show: All Events' dropdown and an 'Add To Your Site' button.



# Submitting Your Service Hours on C-Link

## 3. Log In

User name – only first part of @dusty.tamiau.edu account (i.e. juan.sanchez)



Your password

The screenshot shows the TAMIU Central Authentication Service (CAS) login page. At the top, there is the JASIG logo and the text "TAMIU Central Authentication Service (CAS)". Below this is a login form titled "Enter your NetID and Password". The form contains two input fields: "NetID:" and "Password:". A red arrow points from the text "User name – only first part of @dusty.tamiau.edu account (i.e. juan.sanchez)" to the "NetID:" field. Another red arrow points from the text "Your password" to the "Password:" field. Below the input fields, there is a checkbox labeled "Warn me before logging me into other sites." and a "LOGIN" button next to a "clear" link. At the bottom of the page, there are links for "Activate Username", "Questions or Concerns? Please contact the OIT Helpdesk at extension 2310", and a security warning: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!". There is also a "Languages:" section with links for English, Spanish, French, Russian, Nederlands, Svenskt, Italiano, Urdu, Chinese (Simplified), Deutsch, Japanese, Croatian, Czech, Slovenian, and Polish. The footer contains copyright information: "Copyright © 2005 - 2010 Jasig, Inc. All rights reserved." and "Powered by Jasig Central Authentication Service 3.4.2". At the very bottom, there are several links for "TAMIU Compact with Texans", "State of Texas Energy Savings Program", "Privacy Statement", "Accessibility & Site Policies", "Open Records", "Texas Homeland Security", "Statewide Search", "Texas A&M System Risk & Misconduct Hotline", and "State Link Policy".



# Submitting Your Service Hours on C-Link

If you are logging in for the first time, you will need to complete your profile.

If you are already part of an organization on C-Link, skip to Step # 7.

4. Once your profile is complete, click on Organizations.





# Submitting Your Service Hours on C-Link

5. Find and click on TAMIU Trailblazers in the Organization Directory.

Browse Orgs [View All](#)

Organizations Directory Showing 11 - 19 of 19 for Begins with: T

▼ Directory

#	A	B	C	D	E	F
G	H	I	J	K	L	M
N	O	P	Q	R	S	T
U	V	W	X	Y	Z	

▶ Search

▶ Categories

▶ Recommendations

**TAMIU Psych Club**  
The TAMIU Psychology Club is an organization dedicated to educating the TAMIU campus and the surrounding community about the many aspects and endeavors of the field of psychology.

**TAMIU Tennis Club (TAMIU Tennis Club)**  
The TAMIU Tennis Club is a student organization that is run by students at Texas A&M International University in Laredo, Texas. The club is open to all students who are interested in growing the game of tennis on campus.

**TAMIU Trailblazers**  
The TAMIU Trailblazers program is a co-curricular leadership initiative that serves as a student's roadmap to success.

6. Click Join Organization.

**TAMIU Trailblazers**

2 Members | 0 Upcoming Events | 0 Photo Galleries

[Join Organization](#)

The TAMIU Trailblazers program is a co-curricular leadership initiative that serves as a student's roadmap to success. [Read More...](#)

Membership requested



# Submitting Your Service Hours on C-Link

After membership is requested, you can continue once a confirmation message is received in your inbox.

Messages 1

SUBJECT

TAMIU Trailblazers Membership Approved!

7. Click on My Involvement.

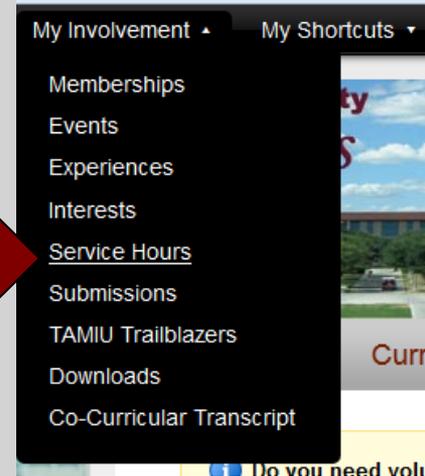


The screenshot shows the top navigation bar of the TAMIU C-Link system. The user is logged in as Miguel Angel Trevino. The navigation menu includes: Miguel Angel Trevino (dropdown), My Involvement (dropdown), My Shortcuts (dropdown), Review 1 (dropdown), Messages 1 (dropdown), Help (question mark icon), and Log Out (lock icon). Below the navigation bar is a banner for the Texas A&M International University Office of Student Affairs, featuring a smiling woman reading a book. The banner also includes the text 'POWERED BY TAMIU' with a Wi-Fi symbol.



# Submitting Your Service Hours on C-Link

5. Click on Service Hours.



6. Enter all information.

a. Organization

Organizations  
Please select a organization. ▾

Date	Description	Duration	Verification Contact
12/10/2012	<input type="text"/>	H:MM	<input type="text"/>

b. Date

c. Description

d. Duration in H:MM format

e. Verification Contact

f. Click Submit

Clear



# Submission of Individual Community Service Hours

- Request for approval of hours must be submitted within thirty (30) days of the community service event.
- Be sure to indicate the name of the verification contact **from the agency** in which the hours were served.
- An individual can choose to *split* hours between multiple organizations they are involved with, but the individual may not claim all hours with multiple organizations.  
*(For example, if an individual served 10 hours, they can choose to credit two organizations with 5 hours each.)*



# Now What?

- Hours will be approved when a Community Service Form is received from the organization and the organization's participation is verified. (<https://tamiu.collegiatelink.net/form/start/12695>)
- If you are not part of a student organization and submitted service hours through TAMIU Trailblazers, hours will be approved once verification of earned hours is submitted to the Office of Student Conduct & Community Engagement. (Sample timesheet on next slide.)



# Sample Timesheet



**TEXAS A&M INTERNATIONAL UNIVERSITY**  
A Member of The Texas A&M University System

Office of Student Conduct & Community Engagement  
Division of Student Success

## TAMIU Trailblazers Community Service Hours Time Sheet

Please print this form for use at your community service event. Have all signatures from agency contact and accurate agency information, as this will serve as your verification.

Student Volunteer's Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Community Service Activity/Event:	Must be filled out by student volunteer		Date of event:	Must be filled out by student volunteer	
Name of Agency/Community Group:	Must be filled out by student volunteer				
Verification Contact/Supervisor:	Must be filled out by student volunteer				
	Full Name	Phone Number	E-mail Address		

Description of Duties Completed (To be filled out by student volunteer):
<p><small>On this form, you are required to write a summary of your experience working at this non-profit organization. You should include things such as, "what you contributed," "how your work could make a difference for others," and "in your opinion, the contribution the organization is making to our community." Office of Student Affairs will not accept this form without a detailed description.</small></p>

Time In
• AM
• PM

Time Out
• AM
• PM

Total Hours

For OSA Use Only
Approved by: (Initials)
Date Approved

\_\_\_\_\_  
Signature of Community Service Volunteer

I understand that all hours will be verified by a third party independently of me and if I attempt to falsify or misrepresent these hours in any manner, I will be subject to disciplinary action including possible suspension from Texas A&M International University.

\_\_\_\_\_  
Signature of Community Service Verification Contact/Supervisor

By signing above, our agency confirms the above information to be true and accurate to the best of our knowledge. The stated student performed the duties as requested in a favorable manner that assisted in the overall mission of our agency.

Timesheet can be found at the following link:

<https://tamiu.collegiatelink.net/organization/TAMIUTrailblazers/documentlibrary>



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