



# Submitting the Community Service Form on C-Link

Office of Student Conduct & Community Engagement

956.326.2286

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



# Submitting the Community Service Form on C-Link

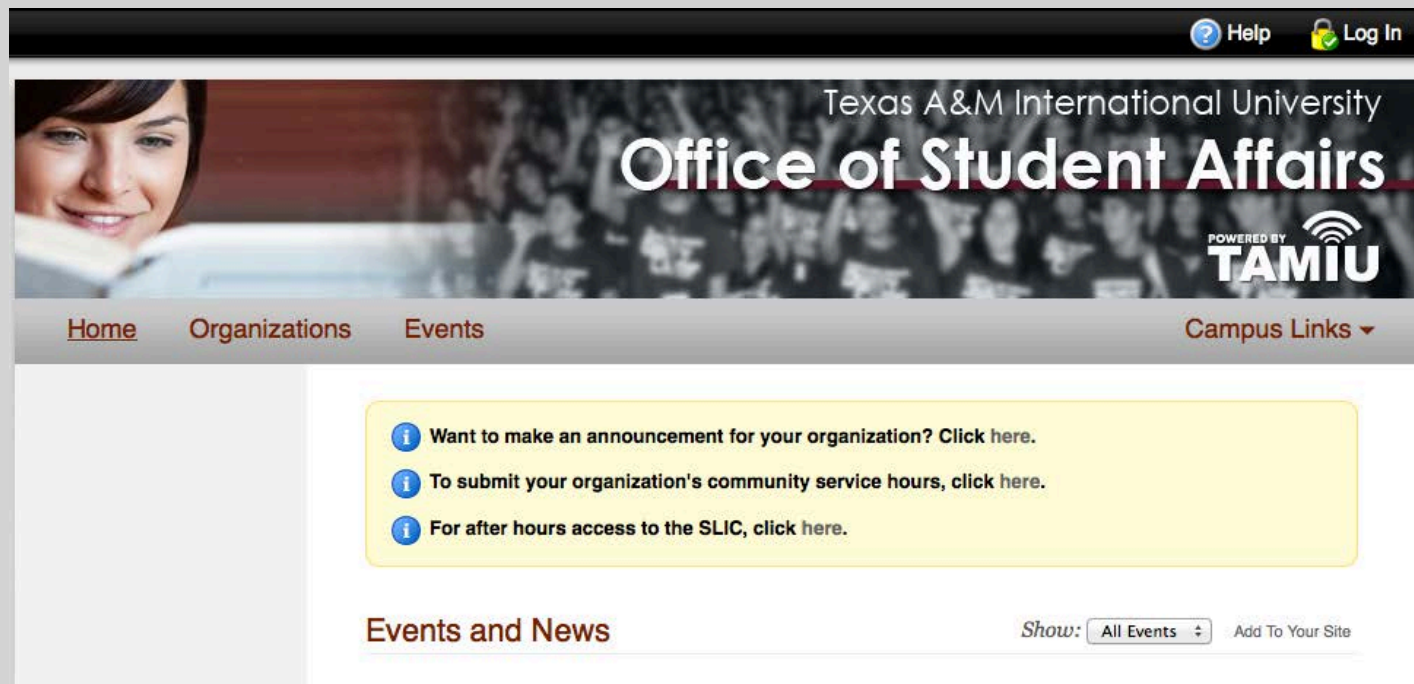
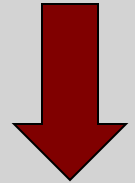
- The Community Service Form must be submitted for approval within thirty (30) days of participation. This form is usually submitted by the Community Service Chair in your organization.
- Be sure to accurately fill in all fields and provide up-to-date contact information for the verification contact from the agency/organization in which the hours were served.





# Submitting the Community Service Form on C-Link

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



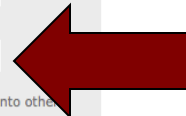
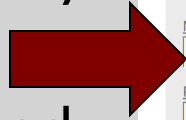
The screenshot shows the website for the Office of Student Affairs at Texas A&M International University. The header includes a "Help" icon and a "Log In" button. The main banner features a smiling woman reading a book and the text "Texas A&M International University Office of Student Affairs". Below the banner is a navigation menu with "Home", "Organizations", "Events", and "Campus Links". A yellow callout box contains three 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.



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## 3. Log In

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



Your password

**JASIG**  
TAMIU Central Authentication Service (CAS)

Enter your NetID and Password

NetID:  
Password:

Warn me before logging me into other sites.

LOGIN clear

[Activate Username](#)

Questions or Concerns? Please contact the OIT Helpdesk at extension 2310

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Languages:  
[English](#) | [Spanish](#) | [French](#) | [Russian](#) | [Nederlands](#) | [Svenskt](#) | [Italiano](#) | [Urdu](#) | [Chinese \(Simplified\)](#) | [Deutsch](#) | [Japanese](#) | [Croatian](#) | [Czech](#) | [Slovenian](#) | [Polish](#)

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Powered by [Jasig Central Authentication Service 3.4.2](#)

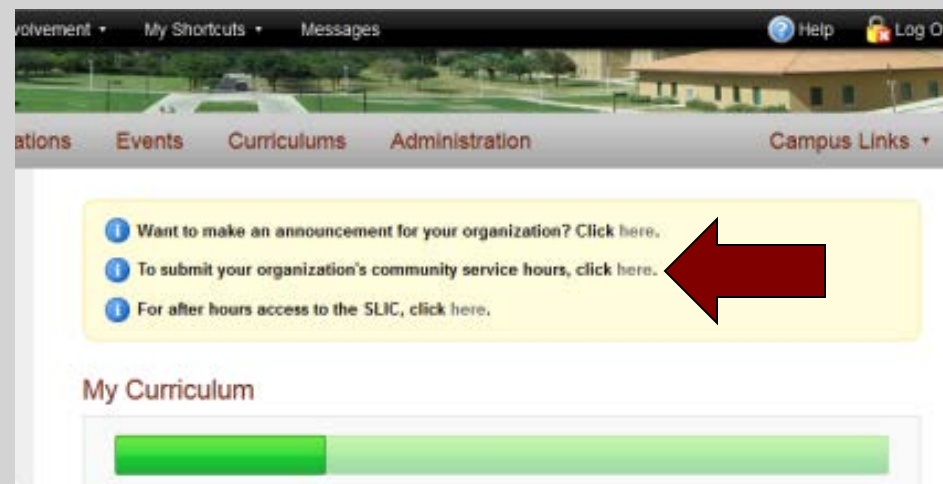
[TAMIU Compact with Texans](#) | [State of Texas Energy Savings Program](#) | [Privacy Statement](#) | [Accessibility & Site Policies](#) | [Open Records](#) | [Texas Homeland Security](#) | [Statewide Search](#) | [Texas A&M System Risk & Misconduct Hotline](#) | [State Link Policy](#)



# Submitting the Community Service Form on C-Link

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

4. Once your profile is complete, click on the link on the homepage of C-Link.





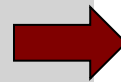
# Submitting the Community Service Form on C-Link

## 5. Enter all information.

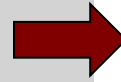
a. Student Organization



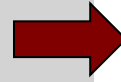
b. Agency Name in which hours were served



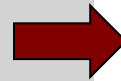
c. Name of Service Event



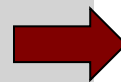
d. Agency's Verification Contact



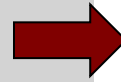
e. Contact Phone Number



f. Date(s) of Service Event



g. Description of Tasks or Activities

A screenshot of the C-Link form with red arrows pointing to each field. The form fields are: Name of the Student Organization (required), Name of Agency/Community Group (required), Name of Activity/Event (required), Name of Agency's Verification Contact (required), Telephone Number of Agency's Verification Contact (required), Date(s) of Community Service Event (required), and Detailed Description of Activities Performed: (required).

Name of the Student Organization *(required)*

Name of Agency/Community Group *(required)*

Name of Activity/Event *(required)*

Name of Agency's Verification Contact *(required)*

Telephone Number of Agency's Verification Contact *(required)*

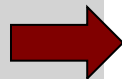
Date(s) of Community Service Event *(required)*

Detailed Description of Activities Performed: *(required)*



# Submitting the Community Service Form on C-Link

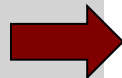
h. Approximate # of people that were helped/affected by your organization's participation in service event



Approximate Number of People Affected/Helped by Participation In This Service Event

*(required)*

i. Names of individuals which participated in service event and amount of time



Please list all the members from your organization that participated in the program or activity below. Please include the first and last name of each person so that the correct individuals can receive credit. Also indicate the amount of hours each individual completed.

**All members of your organization are responsible in submitting their service hours by clicking on My Involvement and then Service Hours.** If a member listed below has not done so, then your organization will not receive credit for the volunteer hours they submitted. Hours performed should be rounded to the nearest 15-minute increment (i.e. .25, .50 or .75).

*(required)*

j. Click Next



Next 



# Submitting the Community Service Form on C-Link

## 6. Submit

### *Review Submission for Community Service Form*

**i** If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

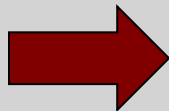
### Submission

1. Community Service Form
  - o Page 1 - Community Service Form

**In Progress**

 **Submit for Approval**

 **Delete Submission**







# Now What?

- The Community Service Form will be approved once the form is reviewed and the organization's participation in the service event is verified.
- Make sure each individual member which participated in the service event submits their hours via C-Link.





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