



**SUBMITTING
STUDY ABROAD
SERVICE HOURS**

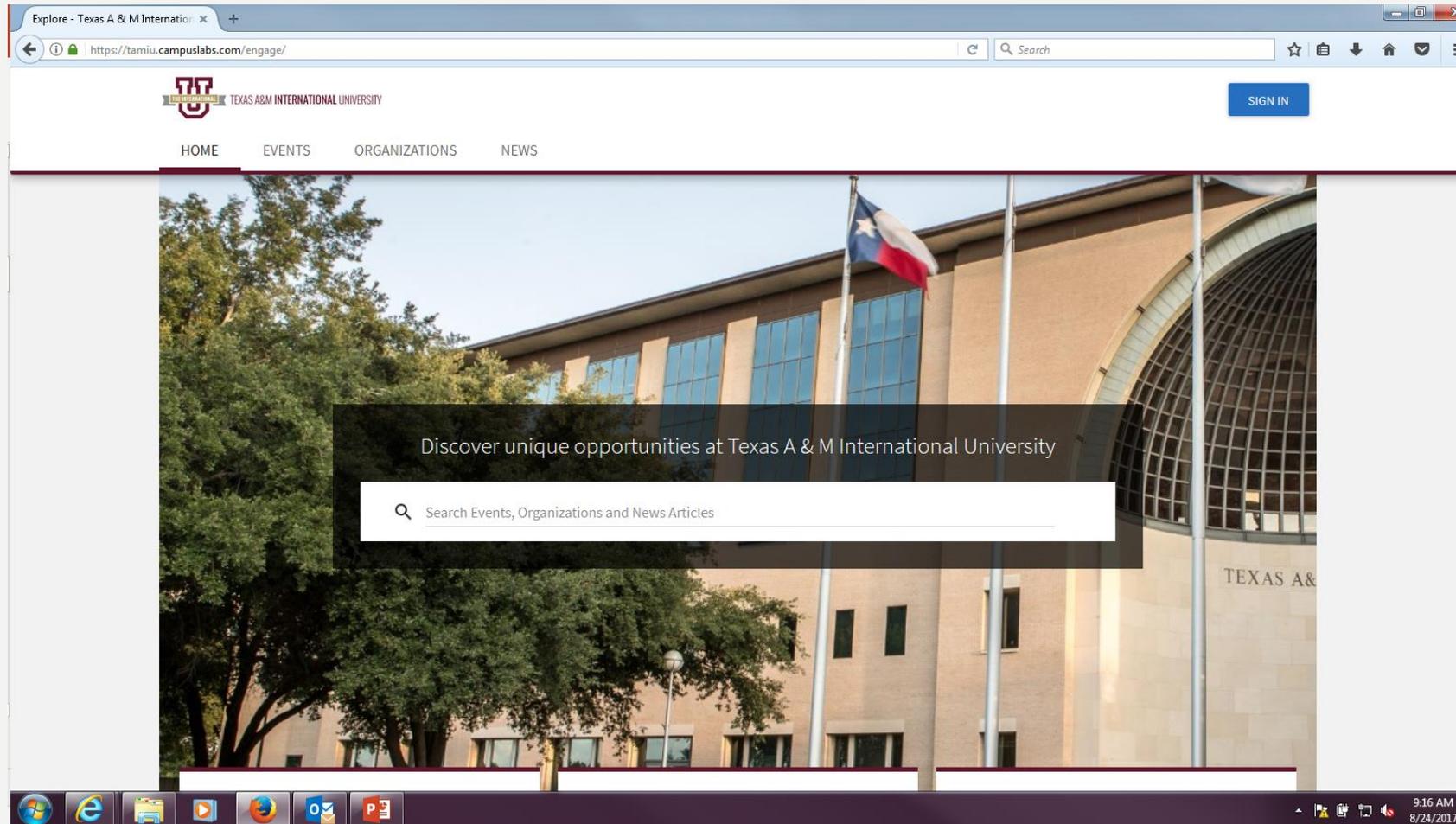
COMPLETING YOUR SERVICE HOURS

- IE Approved Events
- IE Office Hours
- Submit Photos, Videos, & Quotes for GLM Photobook
- Social Media

SUBMIT and TRACK your hours through Trailblazers.

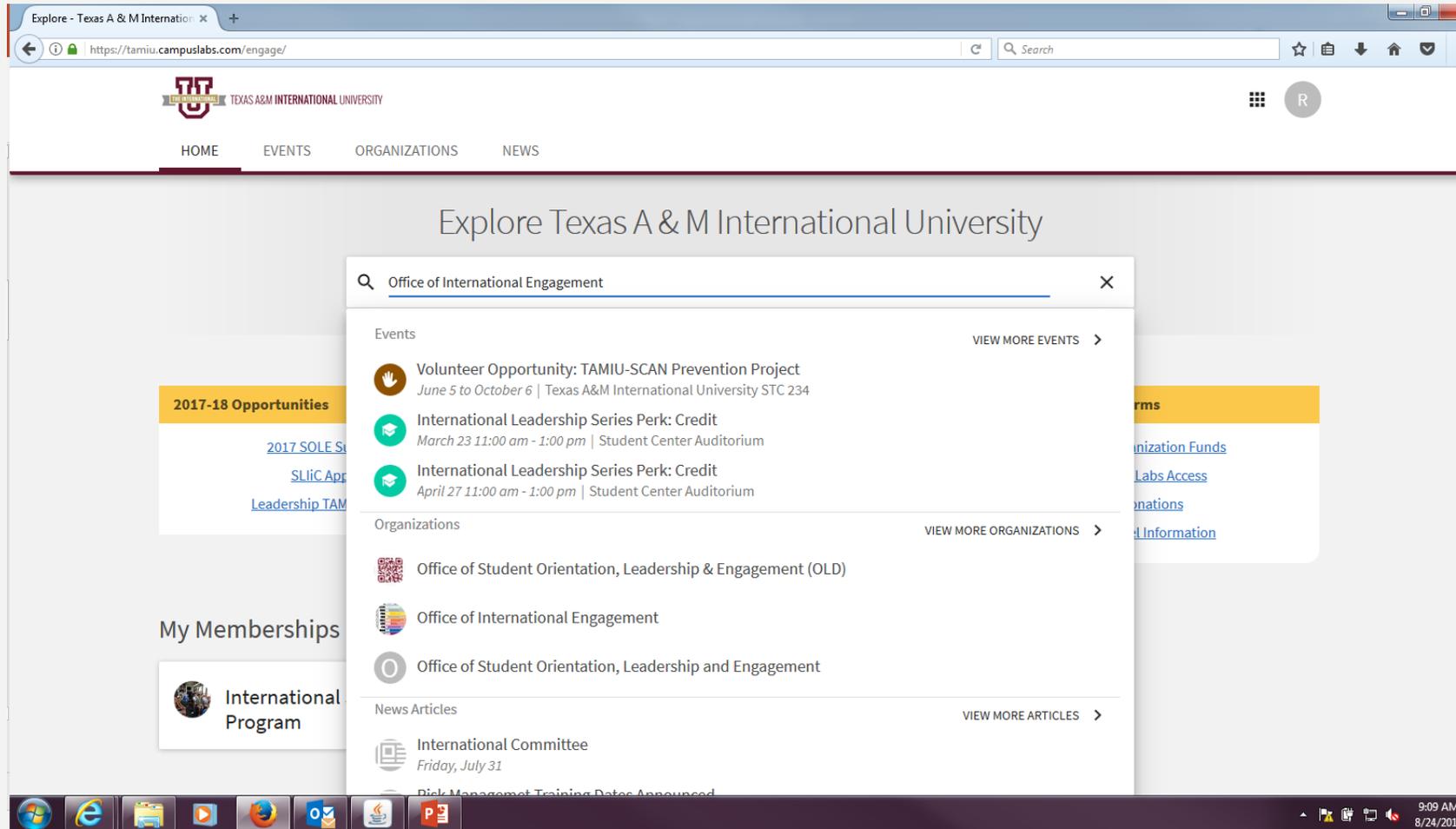


HTTPS://TAMIU.CAMPUSLABS.COM/ENGAGE



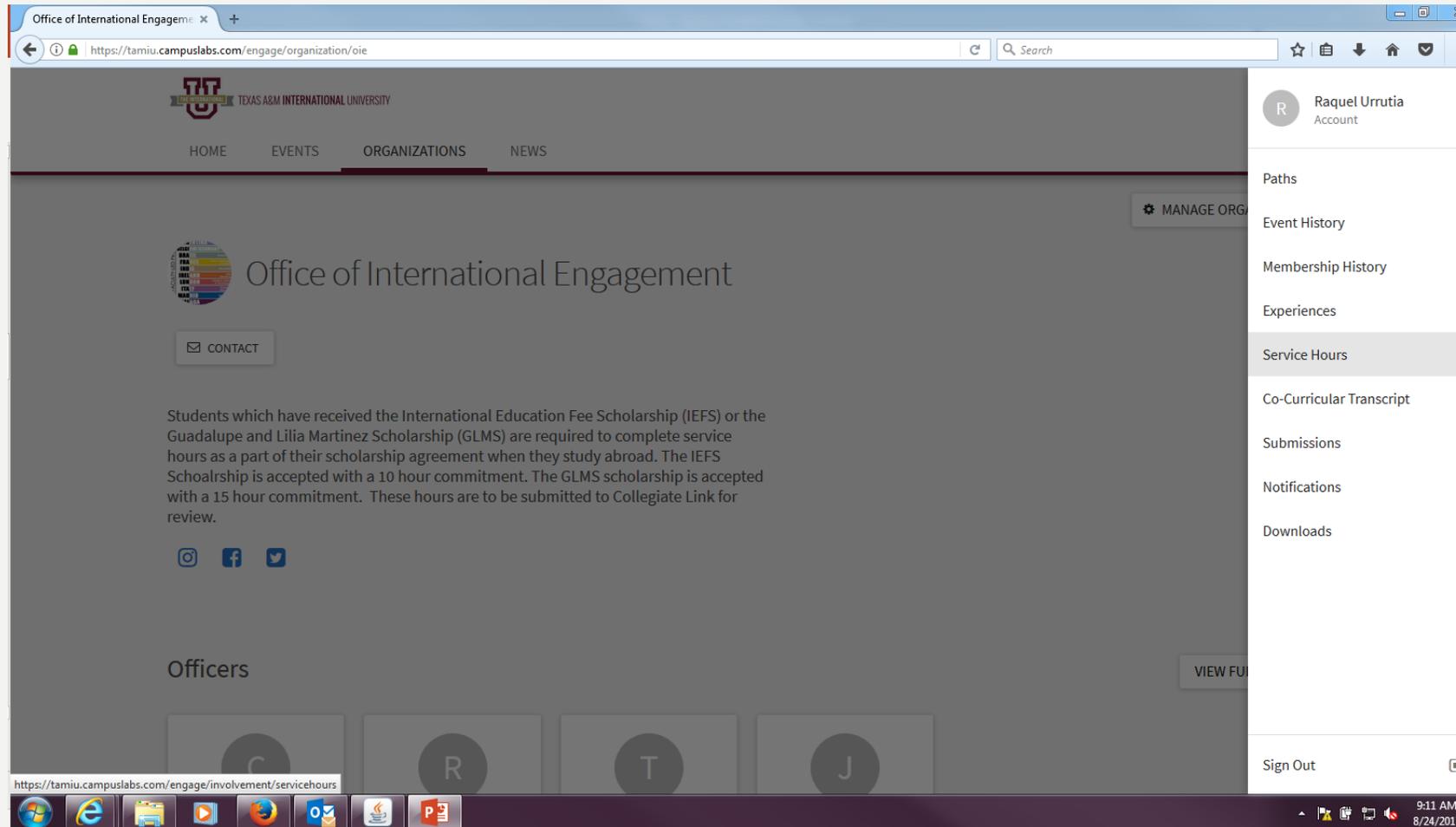
Please log in using your Uconnect credentials.

TRAILBLAZERS (C-LINK)



Search “Office of International Engagement” and join. Our office will get a request and will accept your invitation.

SERVICE HOURS



The screenshot shows a web browser window displaying the Office of International Engagement website. The browser's address bar shows the URL: <https://tamui.campuslabs.com/engage/organization/oie>. The website header includes the Texas A&M International University logo and navigation links for HOME, EVENTS, ORGANIZATIONS, and NEWS. The main content area features the Office of International Engagement logo and a 'CONTACT' button. Below this, a paragraph explains that students receiving the International Education Fee Scholarship (IEFS) or the Guadalupe and Lilia Martinez Scholarship (GLMS) are required to complete service hours. The text states: "Students which have received the International Education Fee Scholarship (IEFS) or the Guadalupe and Lilia Martinez Scholarship (GLMS) are required to complete service hours as a part of their scholarship agreement when they study abroad. The IEFS Scholarship is accepted with a 10 hour commitment. The GLMS scholarship is accepted with a 15 hour commitment. These hours are to be submitted to Collegiate Link for review." Below the text are social media icons for Instagram, Facebook, and Twitter. At the bottom of the page, there is a section titled 'Officers' with four circular icons labeled C, R, T, and J. On the right side of the browser window, a user account menu is open, showing the user's name 'Raquel Urrutia' and a list of options: Paths, Event History, Membership History, Experiences, Service Hours (highlighted), Co-Curricular Transcript, Submissions, Notifications, Downloads, and Sign Out. The Windows taskbar at the bottom shows the date and time as 9:11 AM on 8/24/2017.

Once you have been accepted, click on the right hand corner where your initial is located and select “Service Hours”

+ ADD SERVICE HOURS

The screenshot shows a web browser window displaying the TAMU Service Hours page. The browser address bar shows the URL <https://tamiu.campuslabs.com/engage/involvement/servicehours>. The page header includes the TAMU logo and navigation links for HOME, EVENTS, ORGANIZATIONS, and NEWS. The main content area is titled "My Service Hours" and "Service Hours Summary". A blue button labeled "+ ADD SERVICE HOURS" is prominently displayed. Below this, the date range "August 17, 2017 - August 24, 2017" is shown, along with filter buttons for WEEK, MONTH, 3 MONTHS, and CUSTOM. Three large cards display "Zero" for PENDING HOURS, APPROVED HOURS, and DENIED HOURS. At the bottom, there are tabs for PENDING, APPROVED, and DENIED, a "DELETE SELECTED" button, and a search bar. A message at the bottom of the table area states "There is no data available." The Windows taskbar at the bottom shows the time as 9:13 AM on 8/24/2017.

Click on +Add Service Hours

SUBMIT/CREATE

The screenshot shows a web browser window with the URL <https://tamiu.campuslabs.com/engage/involvement/servicehours/create>. The page header includes the Texas A&M International University logo and navigation links for HOME, EVENTS, ORGANIZATIONS, and NEWS. The main content area is titled "Add Service Hours" and contains the following form fields:

- *Organization:** A dropdown menu with the text "Select Organization".
- *Description:** A large text input area.
- *Date:** A date input field.
- *Hours:** A text input field.
- *Minutes:** A text input field.
- Verification Contact:** A text input field containing the email address `coordinator@servicegroup.org`.

The Windows taskbar at the bottom shows the system tray with the time 9:14 AM and date 8/24/2017.

Under Organization, please select “Office of International Engagement”. Describe your submission and the amount of hours obtained. Once filling the information, click submit.