

# SweatMonkey Student Guide

---

## Account Creation

1. Register on SweatMonkey.org by clicking on "**Free! Get started here**"
2. Activate your SweatMonkey account by verifying your email address. Log into your email provider and click the link in the SweatMonkey activation email.
3. Click on the "**Students**" box and log in with the account you have just created.

## Affiliating with your School

1. On your first login, you will be prompted to enter the name of your school. Do so, and then select your school from the list that loads below.

## Adding your Jobs

1. Click on "**Hour Tracking**" in the top navigation bar.
2. Click the "**Add a New Job**" button in the left column.
3. Enter your *Crediting Group Code*, if your faculty has given you one. If not, select a group in your network to join. All active groups at your school will be listed; select the most appropriate one.
4. Enter the job information and optional manager contact details.
5. Look over the details for the job you are about to add. If everything is correct, click "**Save this Job**"
6. Repeat this process as necessary as you volunteer or work at different jobs, particularly if those jobs are at a new Organization.

## Entering Hours

1. On the "**Enter Hours**" tab in the Hour Tracking section, use week-by-week fields to enter your worked hours. Use the calendar to select a week for which you want to enter hours.
2. Make sure to "**Save Hours**" each time you add some new hours or make a change.

## Submitting Your Hours for Verification and Credit

1. On the "**My Hours**" tab in the Hour Tracking section, all hours you have entered will be shown by week. Select "**Submit >>**" next to any week to begin the verification process.
2. If you have already affiliated with your manager online, you will be able to submit ONLINE. Simply sign your name and click "**Submit**" and it will be sent electronically to your manager.
3. If you have not yet affiliated with your manager online, you must submit OFFLINE. Sign your name and click "**Submit and Print.**" Take the printed form to your manager to sign and deliver to your faculty for credit.

*NOTE: To get your manager online and make the submission process easier, you can invite your manager to join by clicking the "**Invite your manager/supervisor**" link and entering their email address. They will get an email to connect on SweatMonkey and they will become the Administrator of your Job Opportunity within the system. Then, you can submit online without the need to print.*