
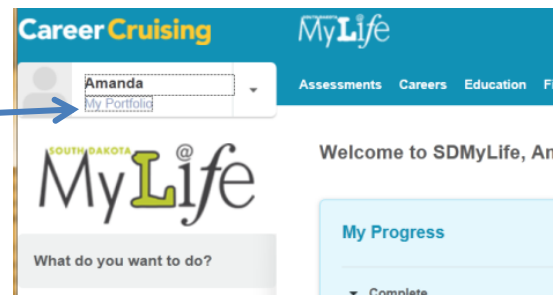


## HOW A STUDENT SUBMITS SERVICE LEARNING HOURS

*\*\*after you do this your Advisor much verify the hours\*\**

1. Log in to SMyLife.com
2. Click on "My Portfolio" 
3. Scroll down and choose "My Activities & Experiences" on the left side menu bar
4. Click on "Service Learning" from the options
5. Click "Add Service Learning"
6. Fill in the information, example:



**Service Learning**

Save your volunteer experiences in My Portfolio.

[+ Add Service Learning](#)

**Company / Employer**  
Hometown Animal Shelter \*

**Title of Position**  
volunteer \*

**City**  
Cityville \*

**State**  
South Dakota \*

**Start Date**  
August 2013 \*

**End Date**  
August 2013 \*

**Description**  
Walked dogs, cleaned kennels

**Reference / Supervisor**  
Mrs. Jones

**Number of Hours**  
10

**My Files** [+ Attach File](#)

[Save](#) or [Cancel](#)