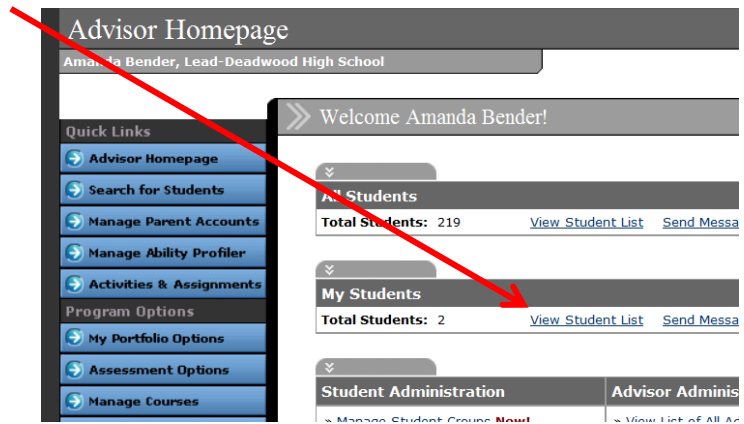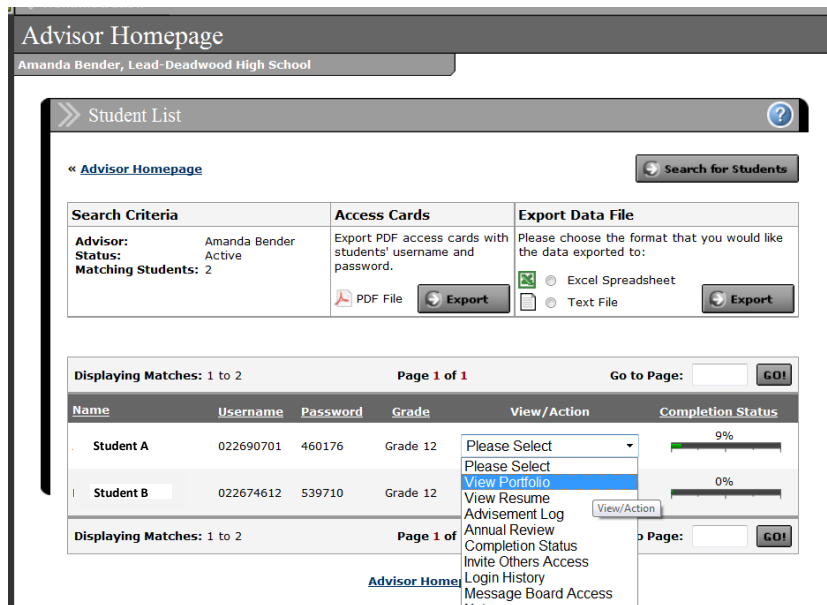## HOW AN ADVISOR VERIFIES SERVICE LEARNING HOURS

1. Log in to SDMyLife.com
2. Under My Students click on "View Student List"

3. Find the student you are working with and under the View/Action drop down choose "View Portfolio"

4. The student's portfolio will open up. Scroll down to find the Service Learning Section. Ensure the information on the service learning log matches up with what they have put on SDMyLife.

5. **After verifying the hours please complete an advisement log entry for that student. Click the back arrow on the browser (or start from the Advisor main page again). Find the student you are working with and under the View/Action drop down choose "Advisement Log".**

6. **Click "Add Entry" select a Session Date.**

7. **Choose "Graduation Requirement" for Topic Area. For subject put Service learning hours. In the description area please note how many hours the student has completed so far.**