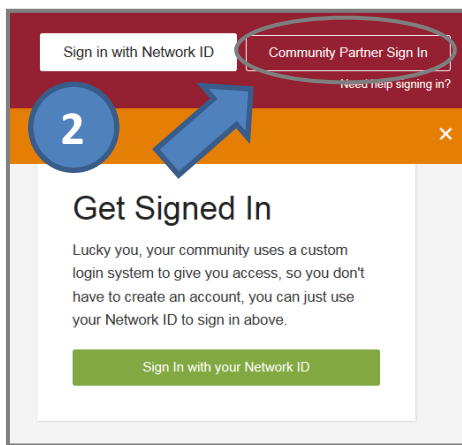
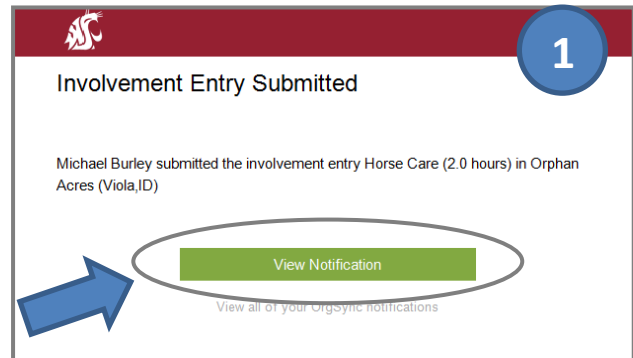


## Step 4: Approve Student Involvement Entries

Students may either submit their hours online or through the paper Record of Civic Engagement [here](#).

**For Online Involvement Entry:** In your email inbox you should receive a notification from OrgSync to approve an involvement entry for a student's hours.

- 1) Click the **"View Notification"** link in the email notification, as shown on the right. After clicking the link, your internet browser will open a separate login page where you will sign into CougSync.
- 2) Click **"Community Partner Sign In"** and login using your username and password. If you forgot either, you can click the **"Need help signing in?"** link and reset either your password or username.



**Note:** WSU students, staff, and/or faculty members login through the "Sign in with Network ID" button and use your myWSU network login.

- 3) Review the student's pending involvement entry and select **Approve or Deny**. To review the complete involvement entry, select the name of the Event/Activity. Additionally, you can edit the number of hours or the event description by clicking the wrench under the "Actions" heading.

Submitted	Event / Activity	Category	Hours	Status	Actions
Oct 19, 2015	Horse Care Oct 17, 2015		2.0	Approve - Deny	
			<b>Total: 2.0</b>		

### Getting Multiple Involvement Emails?

You can view the list of pending and approved hours through the **"Involvement"** tab on your organization's portal. By clicking **"View Details"** for each participant you can approve, edit or deny hours.

Name	Group	Pending Hours	Approved Hours
Mary Barnett <a href="#">View Details</a>		20.00	0.00
Mary Barnett <a href="#">View Details</a>		6.00	10.00