

## **Online Tracking Instructions:**

How to activate your account and record your service hours online:

- Go to the service hour website: <https://servicehours.online/>
- Use the email that you receive Twin City emails from as your username. Click forgot password and go into your email from Service hours online and reset your password.
- You can change your password after the first sign in with the default password.
- To add another family member to your profile so that multiple people can record volunteer hours, click the 3 lines (hamburger icon) on the right side of your profile page. Select Account and under memberships you can click the +icon to add users to your profile.
- The website contains a list of studio-approved activities that count for service hours. Please select the activity that most closely matches your completed hours and add any necessary description information to each submission.