

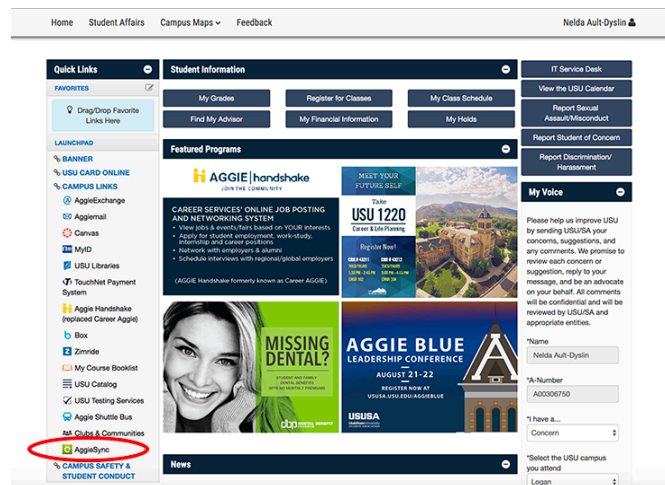
AGGIE Sync

USU IS THRILLED TO INTRODUCE AGGIESYNC – THE NEW DATABASE FOR LEARNING ABOUT CLUBS, FINDING EVENTS, AND SIGNING UP FOR VOLUNTEER OPPORTUNITIES!

GETTING TO AGGIESYNC

AggieSync has replaced Aggies Giving Service (AGS) and students can now log volunteer hours and involvement through the AggieSync portal. Students can log onto AggieSync by visiting My.USU.edu and clicking on the link on the left sidebar under 'Quick Links':

- The first time you log in, you'll be prompted to complete a short profile.
- Click 'Utah State University' on the top left to get back to the homepage, where you can read recent news, check out events and service opportunities, or learn more about our partner organizations on campus and in the Cache Valley community.
- Sign up for volunteering or RSVP to upcoming events.



LOGGING VOLUNTEER HOURS

1. Click on your picture and name in the top right corner to access your profile - Select 'My Profile'.
2. Once in your profile, you can access your inbox, personal calendar, to-do's, and log involvement.
3. To log volunteer hours, click on 'Involvement'. Once on the page, click on the green 'Add Involvement Entry', select if you are logging volunteer hours (service participation), tracking events you attended, or listing your roll or membership in an organization.
4. **For logging volunteer hours, you should click on 'Service Participation'.**
5. List the service partner who hosted the volunteer event. For example, if you worked at a blood drive, you might select 'Aggie Health' as they sponsored the drive. ***If you are logging hours for a class, you should log them under the 'Community Engaged Learning' Service Partner, and list the course title in the Activity Name. Details on where you volunteered and activities completed can be listed in the reflection section to help you remember the event later.***
6. List the name of the activity, the date, and total hours you volunteered.
7. Add the name of the supervisor where you volunteered, and if you have it, their contact information.
8. You can list anything you learned, or add a short reflection to remind you of what you did that day.
9. Submit Involvement Entry.

All hours logged can be found back in the 'involvement' page, so you can track engagement over a semester or your entire time at USU.