Greenhill School

Tracking Your Community Service Hours Using MobileServe

Greenhill School uses MobileServe, a web based application to track, record, and report Upper School student service hours through their mobile devices or computers. The student profile page provides real-time data and feedback to the students. Students can also produce a report that provides:

- The name of the service organizations
- The various service categories
- Details of the service and feedback on your experience
- The total number of hours served

Our goal is to provide a user-friendly tracking system for students and increase student responsibility regarding documenting service. Students are able to instantly track their progress, as well as, get on-site verification, take photos and provide written descriptions and reflections about their experience.

Create Your Account! *(via computer OR cellphone)*

- Open the app or go to app.mobilsrve.com & select Sign Up. **YOU MUST USE YOUR GREENHILL EMAIL ADDRESS - DO NOT SIGN-UP VIA FACEBOOK!**
- Enter your name, birthday, and create a password. You can skip the Employer / School box.
- Select Next.
- Add an optional photo to your profile or skip.
- Select Next.
- **YOU MUST ENTER THIS 6-digit code corresponding to YOUR class (if you do not enter this code, I can’t see your hours):**
  - 12th Grade - Class of 2021: 4D1BB0
  - 11th Grade - Class of 2022: BF8727
  - 10th Grade - Class of 2023: 06BDAA
  - 9th Grade - Class of 2024: 9EA621
  - When it pops up, select Join

Log Your Hours

After joining your class, be sure to categorize your service log by checking the box next to the class name. Again, click here for a video of How to Log Hours in MobileServe, click here for the complete guide “How to Guide”. **IF YOU ARE LOGGING MORE THAN 23 HOURS, YOU MUST LOG THE HOURS FROM YOUR COMPUTER.**

If you have questions, please contact me via email at woodsona@greenhill.org.

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