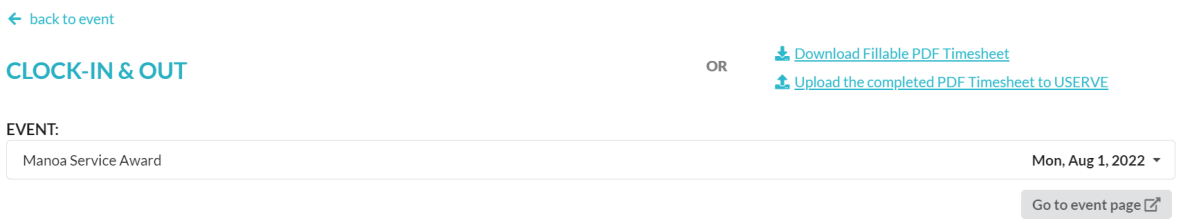
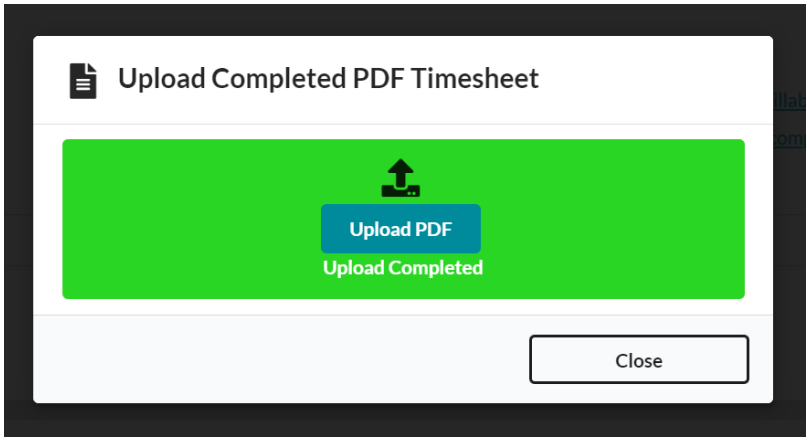
Directions for Uploading Timesheets & Collaboration Agreement Forms into Userve

1. Go on to https://www.star.hawaii.edu/userve/
2. Sign into Userve using your UH username and password
3. The first page that comes up should be the main events page. If not, access the main events page through the three dash lines on the upper right hand side.
4. On the main events page, look for the event "Manoa Service Award"
5. Click on the blue Register button
6. To clock in, click on the clock in button on the specific event page or you could access the clock in page through the three dash lines on the upper right hand side



7. Check that the event is "Manoa Service Award." Then click on "Upload the completed PDF Timesheet to USERVE." Please note that only PDF format is accepted. For TIMESHEETS, your files must be named **LastName_FirstName_MonthYear_SiteName**. An example would be *Doe_Jane_August2022_AthertonYMCA.* **Please submit your timesheets for each month individually.** For COLLABORATION AGREEMENT FORMS, your file must be named **LastName_FirstName_CollaborationAgreement_SiteName.** An example would be *Doe_Jane_CollaborationAgreement_AthertonYMCA*.

8. 

   Your pdf would be uploaded successfully if you see "Upload Completed"
9. You can continue to upload timesheets by clicking on the blue button "Upload PDF"

Please contact slp@hawaii.edu if you have any questions regarding this process. Thank you.