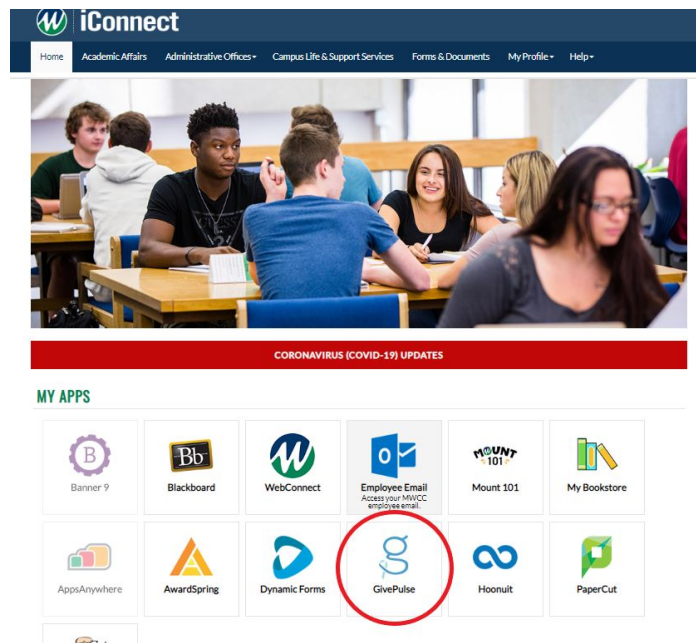


Logging Impacts - Give Pulse

*Please note that if you do not log impacts (service hours) properly, this will lead to the hours not being verified and approved as needed. If you have any questions or are confused on where to log impacts after reading the instructions below, reach out to Rose Calder at rcalder@mwcc.mass.edu for further assistance.

Step 1:

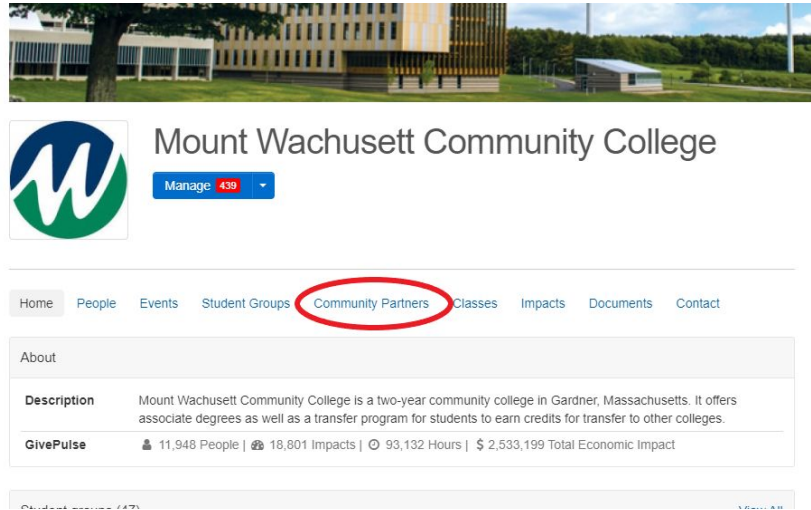
- Log onto iConnect and navigate to the Give Pulse icon to access the Give Pulse website.



The screenshot displays the iConnect website interface. At the top, there is a navigation bar with the iConnect logo and several menu items: Home, Academic Affairs, Administrative Offices, Campus Life & Support Services, Forms & Documents, My Profile, and Help. Below the navigation bar is a large banner image showing a group of students sitting at a table in a classroom, engaged in a discussion. Underneath the banner is a red bar with the text "CORONAVIRUS (COVID-19) UPDATES". Below this is a section titled "MY APPS" which contains a grid of application icons. The icons include Banner 9, Blackboard, WebConnect, Employee Email (Access your MWCC employee email), Mount 101, My Bookstore, AppsAnywhere, AwardSpring, Dynamic Forms, GivePulse (circled in red), Hoonult, and PaperCut.

Step 2:

- When on the GP page for MWCC - navigate to the “community partners” tab. Click on the tab.

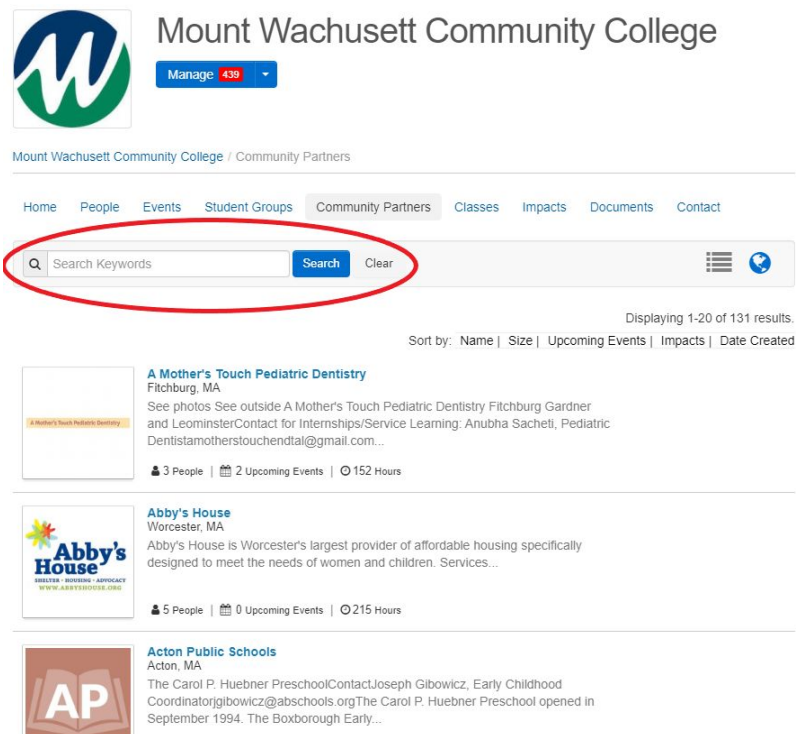


The screenshot shows the profile page for Mount Wachusett Community College. At the top is a banner image of a building. Below it is the college's logo and name, with a 'Manage 439' button. A navigation menu includes 'Home', 'People', 'Events', 'Student Groups', 'Community Partners' (circled in red), 'Classes', 'Impacts', 'Documents', and 'Contact'. An 'About' section follows, containing a description and 'GivePulse' statistics: 11,948 People, 18,801 Impacts, 93,132 Hours, and \$2,533,199 Total Economic Impact.

Step 3:

- Once on the “community partners” tab - use the search bar to look for the organization you are doing your service through.

It is important to log impacts through the organization's page you are working with so that the admin becomes notified of your impact to verify them.



This screenshot shows the 'Community Partners' tab selected. A search bar is circled in red, containing the text 'Search Keywords', a 'Search' button, and a 'Clear' button. Below the search bar, the results are displayed, showing three organizations: 'A Mother's Touch Pediatric Dentistry', 'Abby's House', and 'Acton Public Schools'. Each entry includes a logo, name, location, description, and statistics for people, upcoming events, and hours.

Step 4:

- Once you find the organization's page you are doing your service with, click on their icon or name to navigate to their page. When on the organization's page - go to the top right corner of the screen and click the "Add Impact" button.

The screenshot shows the profile page for Abby's House. At the top left is the organization's logo and name. Below it is a "Become Member" button. In the top right corner, a green "Add Impact" button is circled in red. Below the header are navigation tabs for Home, People, Events, Affiliates, Impacts, and Contact. The main content area includes an "About" section with a description, a "Social" link, and "GivePulse" statistics. There is also an "Affiliates" section and an "Events" section with a search bar. On the right side, there is a profile card for Jean Angel, Administrator, and a "Share With Friends" section with social media icons and "Invite" and "Affiliate" buttons. Below that is a "A few people you will meet..." section and a map of Worcester, MA.

Step 5:

- Once on the page to log hours, please fill out every section of the page. Your hours may not be verified unless all sections are filled out. After filling out every section, scroll to the bottom of the page click on "Public" and then "Add Impact".

The screenshot shows the "Add Impact" form. At the top left is a profile picture and the text "Add Impact" and "Track your community engagement". Below this is a form with several sections: "Abby's House" with "Add Timesheet" and "Change" buttons; "Date" with "Start Date" and "End Date" fields set to 07/31/2020; "Impact Type & Measurement" with a "Time" dropdown and "Hours" field; and "About Your Experience" with a "Rate your experience" section (5 stars) and a "Review, Reflection and Feedback" text area. On the right side, there is a "Public/Private" dropdown menu with "Public" selected and circled in red. Below it is a green "Add Impact" button, also circled in red.