If you are not enrolled in the Commitment to Service program, here is a step-by-step guide through enrollment *(you must do this before you start tracking hours)*:

1. Log into Sage. On the bottom of the page, find the section labeled Commitment to Service.

![Screenshot of Sage interface with Commitment to Service section highlighted]

2. Click Enroll.

![Screenshot showing Commitment to Service page]

3. The server should bring up a page that looks like this. Enter in all information and make sure to click “I agree”: 

![Screenshot of Commitment to Service page details]
Enroll in Commitment to Service Program

Thank you for enrolling in the Commitment to Service Award Program! We are happy to have you join us as you explore community service during your time at Brandeis! Know that the Department of Community Service is eager to assist you as you dive into your service opportunities. Never hesitate to email, drop by, or give us a call with questions, concerns and ideas! Once the registration form is complete you are officially enrolled in the program and we encourage you to market your participation as well as track all of your volunteer hours.

Name: John Doe
Email ID: doe.j@brandeis.edu
Hometown: Doetown
State: MA
Today's Date: 11/4/14

List your community service involvement:

I commit to tracking my hours monthly through the Department of Community Service’s website. I understand that ONLY hours documented through this website can count toward my service hours for the pin program. One large entry of hours at the end of the semester will not count as valid hours tracking.

4. Once you fill this out, a box will pop up and you are officially enrolled! Don’t forget to track your hours.

If you have any questions, feel free to reach out to us at commitmenttoservice@brandeis.edu