Tracking Commitment to Service Hours

If you are already registered for Commitment to Service, this is how you track your hours for a Brandeis University sponsored event or program:

1. Log into Sage. On the bottom left, there is a box under Additional Services that says “Commitment to Service”. Click on the hyperlink that says “Enter Service Hours”.

![Commitment to Service](image)

2. If you are entering a new project through a Brandeis University sponsored event or program, click the plus box on the right.

![My Community Service Projects](image)

3. From this point, a drop-down box will pop up.

4. Click on the program you participated in from the drop-down box.

5. To enter hours, enter a new month and year and click “Add a New Month.”

![You must enter projects before you can report hours. Hours are entered on a monthly basis. Enter a month and year and then press 'Add a new month' to get started. Prior months are listed in the grid below. Select the 'Update Service Hours' link for the month you want to update or review.](image)

6. After this, all of your projects will show up in a table with different types of service. (If you do not know which box to put your hours into, click the titles of the columns with the dotted lines above it; those give accurate descriptions of how to classify your service.)

7. Enter the hours you served for each program you participated in. Make sure to enter them in increments of 15 minutes. Each 15-minute interval should be marked as .25 hours. (Example: 3 hours = 3/2 hours and 15 minutes = 2.25/1 hour and 30 minutes = 1.5/45 minutes = .75)

![Service Hours by Month - 15 minute increments](image)

8. Click Save and you are good to go!
If you are entering a new project **through a personal project:**

1. Click the hyperlink "Add a Personal Project."

2. Fill in the information that the form requests.

*If you have any questions or concerns, please reach out to the program coordinator.*