

# **Using the MG Online Service Report System**

# NEW USERS

- Go to [www.aces.edu/mg/volunteer\\_area.php](http://www.aces.edu/mg/volunteer_area.php)
- Click “Service Report”
- Select “Sign Up Here” in the User Info Box
- Fill out the information, creating your username and password (write down this information for easy reference)
- **MGCODE** can be obtained from your Local MG Coordinator

# REPORTING ACTIVITIES/HOURS WORKED

- Log in with username and password
- Click “Activities” in the Content box on the left-hand side of the page.
- Select “Add an Activity” tab
- Enter information for volunteer hours
- Click Submit box (if finished) or Submit and Add Another (if you have more activities to enter)
- Repeat until your activity hours are complete

# RETRIEVING YOUR ACTIVITY REPORT

- Select “Activities” from the Content box on the left-hand side of the page
- From here, you may download your activities by year to Excel, or view your activities in the system

# Editing your Activities

- If you need to delete or edit an activity entry, from the main page select “Activities” in the content box
- Next, select “View my Activities”
- The left hand column of the activities table is labeled “Options” and there are 3 buttons.
- The middle button is the “edit” button. Select this to change information (time, location, category, etc) about the activity
- The third button is the “delete” button. Select this button to delete the activity from your record.

# FORGOTTEN PASSWORD

- On the sign in page, click “Forgot Password?”
- Enter your e-mail address
- You be sent a new password to your e-mail address
- This password is TEMPORARY and must be reset within 24 hours

# RESETTING PASSWORD

- Log in using the new, temporary password sent to your e-mail account
- Click “**My Profile**” in the Content Box
- Select the **[edit]** tab beside “My User Information”
- Check the “**Reset Password?**” box
- Enter and verify your new password
- From this page you may also update your contact information

# SPECIALISTS AND STAFF: SCHEDULING CLASSES ONLINE

1. Log in to the system with your username and password.
2. In the Contents box, click “Classes”
3. In the main window, click “View all Classes”
4. Select the **year** in the drop down box
5. Click “View Meetings” next to the county for which you are scheduling a class meeting
6. Click “Add a Meeting” at the top of the page

# Scheduling Classes Online (cont.)

7. Enter the date, times, subject, and your name (If you are conducting the class by video (where available), indicate this beside your name in the specialist box).
8. Click the [“Submit”](#) button
9. To schedule other counties, click [“Meetings”](#) at the top
10. Then click [“Back to All Classes”](#) at the top
11. Reselect the year, and repeat steps 5 through 10 until you have scheduled all of your classes.