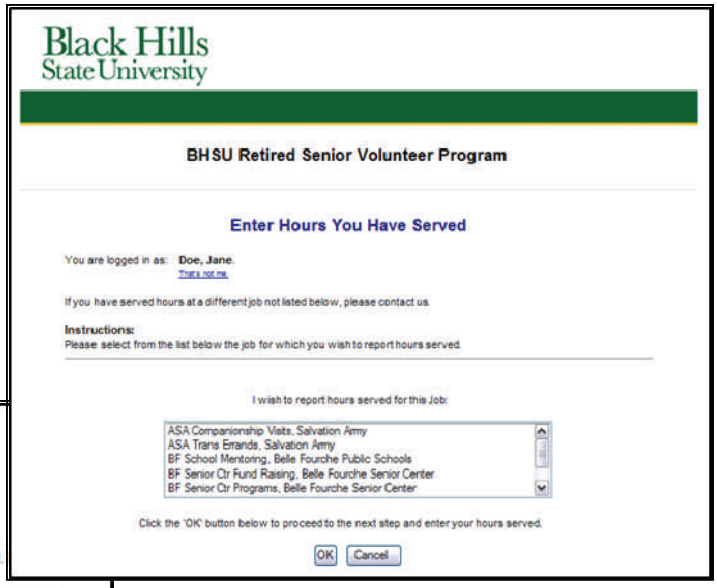
Entering RSVP Hours On-line

A Quick Guide

1. Go to www.BHSU.edu/RSVP.
2. Click on the "Contact Info" tab below the photo banner at top of page.
3. Scroll down page and click on "Post Hours" button.
4. Enter Username and Password. Note: the first time you log in your username is your first and last name, all one word. Your initial password is **Volunteer**. Click "OK".
5. Change your username (optional) and password (required.) Suggestion: Keep your Username the same so its easier to remember. Click "OK".
6. Log out and log back in with your new username and password. If you ever forget your username or password, call or e-mail RSVP and we will give it to you.
7. From here on out, when you log in, the first screen you will see is one that has a drop down list of jobs. These are jobs that you have done in the past. To enter hours, choose (highlight) a job for which you have hours, and click "OK". If you do not see the job that you need in your list, call or e-mail RSVP and we will add the job. Click the "OK" button.



8. Use the drop-down lists to select the month and year for which you want to enter hours. Use the drop down lists to select the total number of hours and minutes served in that job for that month.

If you want, add a message for RSVP (optional). Click "OK".

9. Enter more hours for other jobs, or log out.
10. Please call or e-mail RSVP if you have any questions or problems.