

How to Register Community Service Hours

A Step by Step Guide

1. Log onto ISIS
2. Click "Student Records"
3. Click "Career Services (Hire-a-Hawk)"
 - a. Under the second section on the right
4. Click "Access My Hire-a-Hawk Account"
5. Click "Community Involvement Log"
 - a. Located on the right side of the home page under "Record Your Experience"
6. Click "Add New"
 - a. Located on the left side at the bottom
7. Begin the form
 - a. Select Volunteer/Philanthropy/Service-Learning under "Placement Type"
 - b. Select Volunteer Work under "Type of Engagement"
 - c. Set Activity Date or Dates (May select range of dates if you frequently do something like volunteer at the hospital, BBBS, or another service activity)
 - d. Insert Number of Hours
 - e. Add the name of the institution, your chapter, select the box to report to your chapter, and submit additional information about the event
8. Submit. You're Done!

The screenshot shows the ISIS website interface. The navigation menu at the top includes 'Login', 'Courses', 'Registration', 'Student Records' (highlighted with a red circle and a white arrow), 'My UIowa', 'Student Handbook', and 'Help'. The main content area is titled 'Please Log In to ISIS' and provides instructions for logging in with a HawkID and password. A sidebar on the right contains a 'HawkID Login' section with a 'Sign In First' button and links to common questions. The footer includes 'Iowa Student Information Services' and 'Help | Contact the ITS Help Desk'.

Firefox | ISIS | https://isis.uiowa.edu/isis2/recordu/dashboard.page

THE UNIVERSITY OF IOWA

Home Courses Registration Student Records My UIowa Student Handbook Help Hello [Name] Logout

Student Records

Incoming Students

- Admissions Profile

Courses, Grades, and Programs of Study

- Course Schedule
- Completed Grades
- Course Deadlines
- Degree Audit
- Grades in Progress
- Programs of Study and Advisor
- Courses with Special Permissions

Financial Aid

- Financial Aid History
- Application Status
- Verification Form
- Award Notification
- Loan Document Status
- Aid Disbursement

Finances and Billing

- Bank Information - Automated Payment
- Bank Information - Refund Account
- International Bank Payments
- Hope 1098-T Tax Information
- ISIS Self Service and Earnings Statements
- PayTax
- Tuition & Fees
- University Bill

Documentation and Reports

- National Student Clearinghouse
- Career Services (www.HireAHawk.com)
- Transfer Credits
- Verifications
- University Honors - For Current Students
- Degree Audit - Archived copy - December 1, 2012

Student Life Management

- Housing Online Application (StarBe2)
- Academic Record Consent Form
- Change Address Form
- Child Care Subsidy
- Degree Application
- Graduation Date
- Hawk Alert Contact Information
- Health Requirement Status
- My Library Books
- Official Name
- Phone Authorization Codes
- Restrict or Unrestrict Student Information

Hovering over a link will provide more information about what that page contains

Iowa Student Information System Help | Contact the ITS Help Desk

Firefox | Pomerantz Career Center: Employment... | www.careers.uiowa.edu/hireahawk/hah/landing/

THE UNIVERSITY OF IOWA POMERANTZ CAREER CENTER HireAHawk.com

ACCESS MY HIREAHAWK ACCOUNT

You will need to complete all of the required fields in your profile in order to access all of the features of the system. If a registration form or log-in area comes up, please contact the Career Center using the information below.

NEED ASSISTANCE?

Contact the Pomerantz Career Center at 319-335-1023 or careercenter@uiowa.edu.

Learn More About HireAHawk.com


Built from the ground up by career services professionals, CSM enhances how information is shared and processed both within the university and between students and employers. Learn more about CSM's unique features below!

Facebook and Calendar Integration

- Employer Information Sessions
- On-Campus Interviews
- Internships - Find and Register For
- Jobs and Internships
- Extended Job Search
- Workshops

Facebook and Calendar Integration

Never miss an appointment, deadline or event. We offer Facebook and calendar integration to ensure you stay up-to-date on all your career related commitments. Simply subscribe to our Facebook feed to receive announcements, schedule interviews, view upcoming events, job agent results, and more information posts directly to your Facebook wall. Sync your appointments with most calendar applications, and smart phones.



Copyright © The University of Iowa - 100 Pomerantz Center, Suite C310, Iowa City, IA 52242 - Phone: 319-335-1023 - Email: careercenter@uiowa.edu

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Firefox | Pomerantz Career Center | Employ... | HireaHawk.com

http://uiowa-csm.symplicity.com/students/index.php?id=99008?u=home

The University of Iowa Pomerantz Career Center HireaHawk.com

Home Profile Documents Resources Jobs & Internships Employers My Interviews Surveys Events Calendar

Welcome, **XXXXXXXXXXXX** search My Account Log Out

1 REQUESTED INTERVIEWS

19 FAVORITE JOBS

JUMP TO

GOINGLOBAL

USA CAREER GUIDES

Your feedback is welcome

SPONSORS

RuffaloCODY

Spring Job & Internship Fair 2014 - Black and Gold Partner

NEWS FEED Show Me

NOTIFICATION

Job Finder has matches for you

- Trader Internship (100%)
- Financial Advisor Internship (96%)
- Institutional Equity Sales and Trading Intern - 1 week (96%)

See the Full Log

ANNOUNCEMENT

Welcome Back - HireaHawk Tips!

- Schedule Career Advising Appointments Online
- Internship Stream - Practice Your Interview Skills
- HireaHawk.com Checklist
- Online Journals -
- Update Your Profile -

- When you login please update your profile including major, GPA, grad. date, phone number, work authorization etc.
- This will affect which information you can access and which positions you can apply for through the system.
- The major and graduation date listed on your profile is what will print out on your nametag at the career fair.

ANNOUNCEMENT

Sign-Up for a Mock Interview!

Practice your interview skills by participating in a Mock Interview with a variety of organizations such as Allac, Transamerica, Target Stores and GreatAmerica Leasing. Registration is now open! Search for "mock" under the Job & Internships tab to select the employer and time slot of your choice! Note: You will need to have a resume

Live Help

Connect with LinkedIn

CONNECT WITH THE CAREER CENTER

Request an Appointment

RECORD YOUR EXPERIENCE

Internship Reporting

Community Involvement Log

FIND JOBS & INTERNSHIPS

Search All Jobs & Internships

Jobs & Internships I Qualify For

ATTEND ON-CAMPUS INTERVIEWS

On-Campus Interviews I Qualify For

Scheduled On-Campus Interviews

Pending On-Campus Interview Requests

Zip Car - Transportation for Interviews

OTHER RESOURCES

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Firefox | Pomerantz Career Center | Employ... | profile | HireaHawk.com

http://uiowa-csm.symplicity.com/students/index.php?id=713407?as=coop&_lat=1&mode=info&profileId=coop&_lat=1

The University of Iowa Pomerantz Career Center HireaHawk.com

Home Profile Documents Resources Jobs & Internships Employers My Interviews Surveys Events Calendar

Home > Profile > Community Involvement Log search My Account Log Out

profile

NACEink software by symplicity

Do you engage? Do you serve? Welcome to the "Community Involvement Log", a resource to help you keep track of ways you are involved in the community. Maintaining this record of your service will help you organize and make sense of your experiences so you can remember them clearly in the future when you write or talk about them to employers, scholarship or admissions committees, and others.

We will not give anyone else access to your name, student ID, or email address without your permission. (Note: We will use some of the information you provide to help summarize the kinds of service that UI students are reporting overall, but we will not identify individual students without permission.)

Personal Academic Privacy Internship Reporting **Community Involvement Log** Password/Preferences Activity Summary

Items 1-1 of 1 SHOW 20 per page

Big Brothers Big Sisters of Johnson County

VOLUNTEER/PHILANTHROPY/SERVICE-LEARNING September 25, 2013 - December 11, 2013

Edit Delete

Add New

NACEink CAREER SERVICES MANAGER

NACEink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university

Privacy Policy Terms of Use

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Submit [X] Cancel * indicates a required field

Placement Type*: [Full-Time/Internship / Volunteer/Philanthropy/Service-Learning] *Select Volunteer/Philanthropy/Service-Learning*

Activity Start Date*: [2014-02-11] Select Clear

Activity End Date*: [2014-02-11] Select Clear

Estimated Hours of This Activity - Total Hours*: []

Agency Name: Type in agency name and hit enter to see if the agency is in the system. If nothing comes up, enter the agency name in New Agency field below. [Habitat for Humanity of Iowa]

New Agency: Use this field if the agency name doesn't appear as an option in the field above. []

Short Description of Activity*: []

Fraternity/Sorority Affiliation: []

Other Group Affiliation (student organization etc.): []

Release: Check here to have your community service entry submitted to your group. yes

Would you recommend this experience to others? (optional): yes no

Reflection: What did you personally learn and/or accomplish for the agency as a result of participation in this activity? (optional): []

Submit [X] Cancel

Submit [X] Cancel * indicates a required field

Placement Type*: Volunteer/Philanthropy/Service-Learning

Type of Engagement/Service Activity*: Volunteer Work (provided service without pay for a cause or nonprofit charity/agency) *Select Volunteer Work*

Activity Start Date*: 2014-02-11 Select Clear *Can set a one time date or multiple for continued service (hospital/BBBS/other)*

Activity End Date*: 2014-02-11 Select Clear

Estimated Hours of This Activity - Total Hours*: 2

Agency Name: Type in agency name and hit enter to see if the agency is in the system. If nothing comes up, enter the agency name in New Agency field below. [Habitat for Humanity of Iowa]

New Agency: Use this field if the agency name doesn't appear as an option in the field above. []

Short Description of Activity*: Worked to help build a house for a family. *Simple description of the event*

Fraternity/Sorority Affiliation: Sigma Chi

Other Group Affiliation (student organization etc.): []

Release: Check here to have your community service entry submitted to your group. yes *Make sure you have service released to your group*

Would you recommend this experience to others? (optional): yes no

Reflection: What did you personally learn and/or accomplish for the agency as a result of participation in this activity? (optional): It felt good to help others. *Insert information about experiences. Could be helpful to reflect on when preparing for interviews.*

Final Step [Submit] [X] Cancel