

**HOW TO SUBMIT SERVICE**

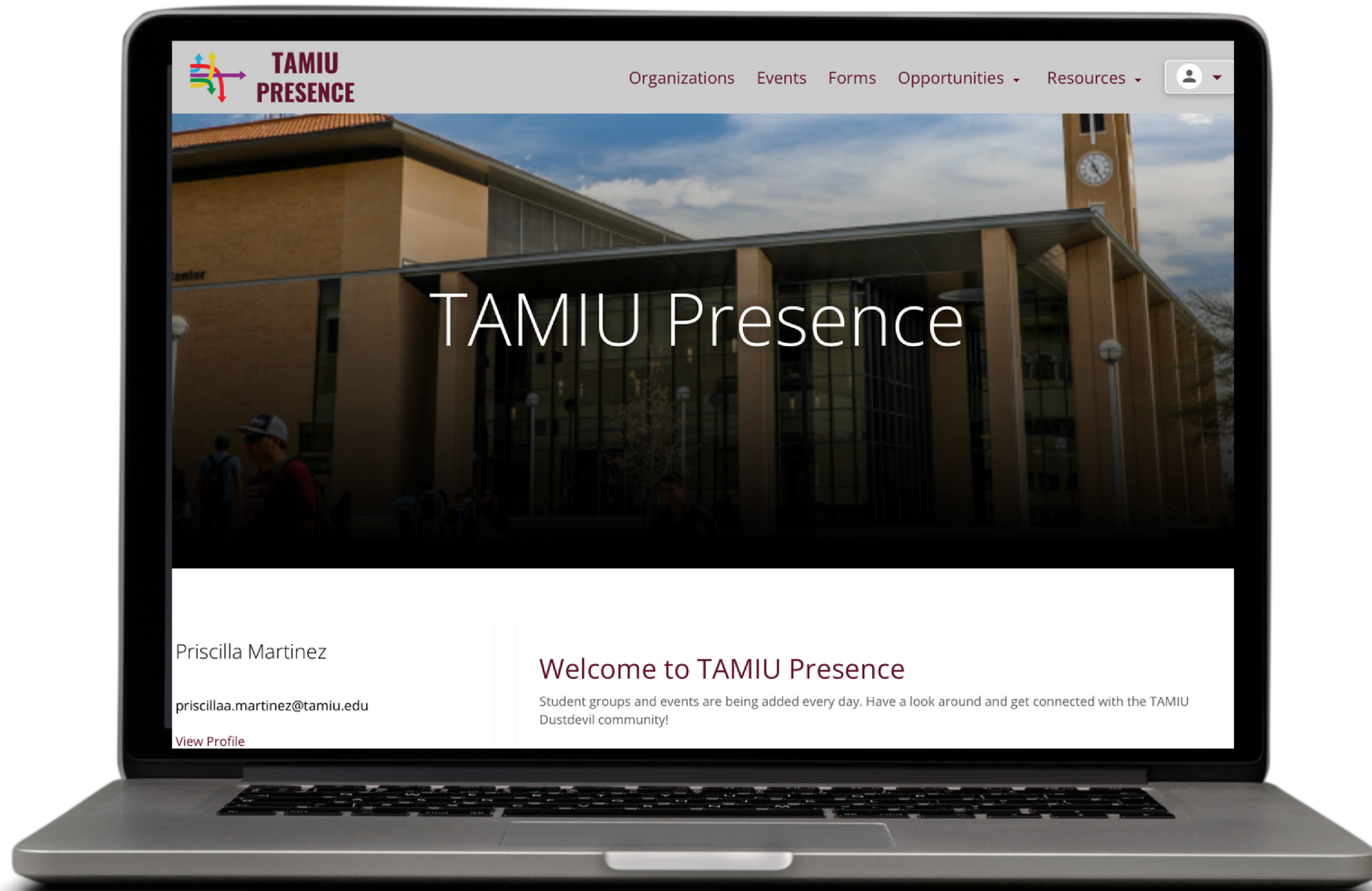
**HOURS ON TAMIU**

**PRESENCE FOR**

**HONORS/SCHOLARSHIP PROGRAM**

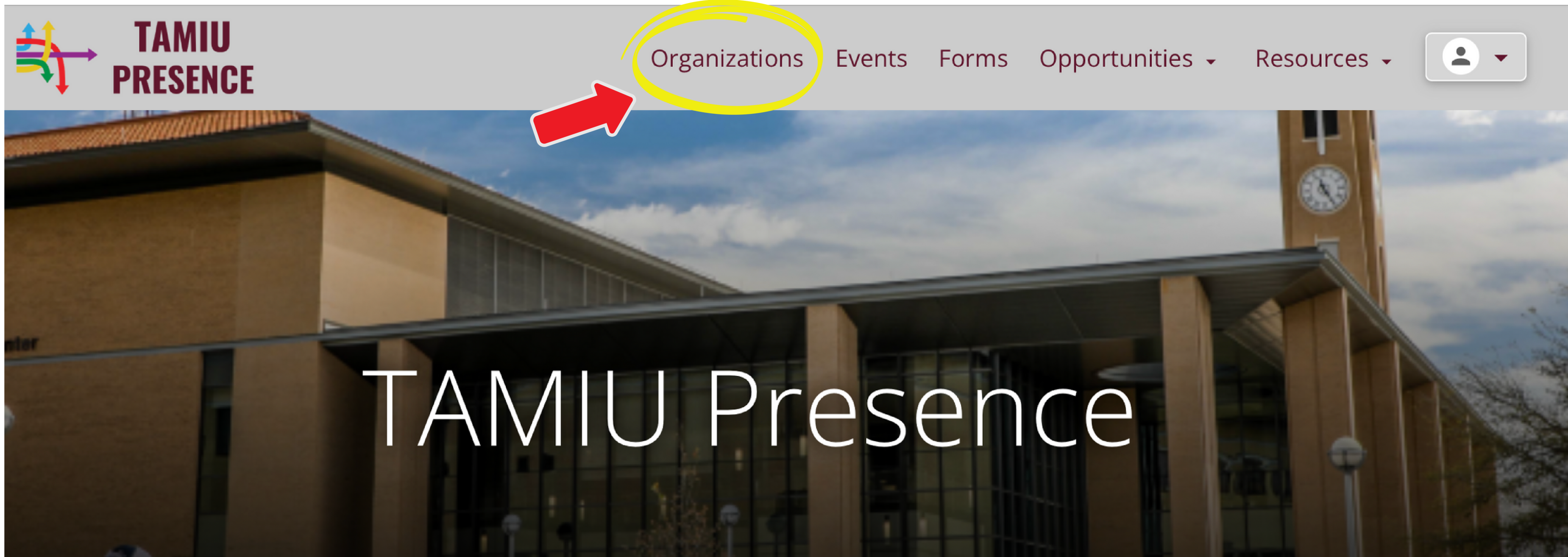


# TAMIU PRESENCE



Visit the [TAMU Presence](#) website. Log on to your account.

# Joining an Organization on TAMIU PRESENCE



Click on the **“Organizations”** tab.

# Joining an Organization on TAMIU PRESENCE


The screenshot shows the TAMIU PRESENCE website interface. At the top left is the logo with the text "TAMIU PRESENCE". To the right are navigation links: "Organizations", "Events", "Forms", "Opportunities", and "Resources". A user profile icon is in the top right corner. The main header area features a large image of a building with the word "Organizations" overlaid in white. Below this is a search bar containing the text "University Honors & Undergraduate". A red arrow points to the search bar. To the right of the search bar are three buttons: "CATEGORIES", "OPTIONS", and a grid icon. Below the search bar is a card for the "UNIVERSITY HONORS & UNDERGRADUATE" organization. The card includes the UHURP logo (a stylized sun or flower inside a laurel wreath) and the text "UNIVERSITY HONORS & UNDERGRADUATE". At the bottom of the card, it reads "University Honors & Undergraduate Research Program".

**Search for your organization and select it.**

# Join Organization Roster



Organizations Events Forms Opportunities ▾ Resources ▾

The logo for the University Honors & Undergraduate Research Program (UHURP), featuring a stylized torch with a flame, surrounded by a laurel wreath, with the text "UHURP" below it.

## TAMIU

### University Honors & Undergraduate Research Program

University Offices • 16 Members

Details Contact **Join** Share

Click on “Join”.

\*You must **join** the organization on TAMU PRESENCE in order for service hours to be successfully recorded.

# Join Organization Roster



[Organizations](#) [Events](#) [Forms](#) [Opportunities](#) [Resources](#)

The logo for the University Honors & Undergraduate Research Program (UHURP), featuring a stylized torch with a flame, set against a laurel wreath. The text "University Honors & Undergraduate Research" is written in a large, light gray font above the logo, and "UHURP" is written in a bold, dark font below it.

Are you sure?

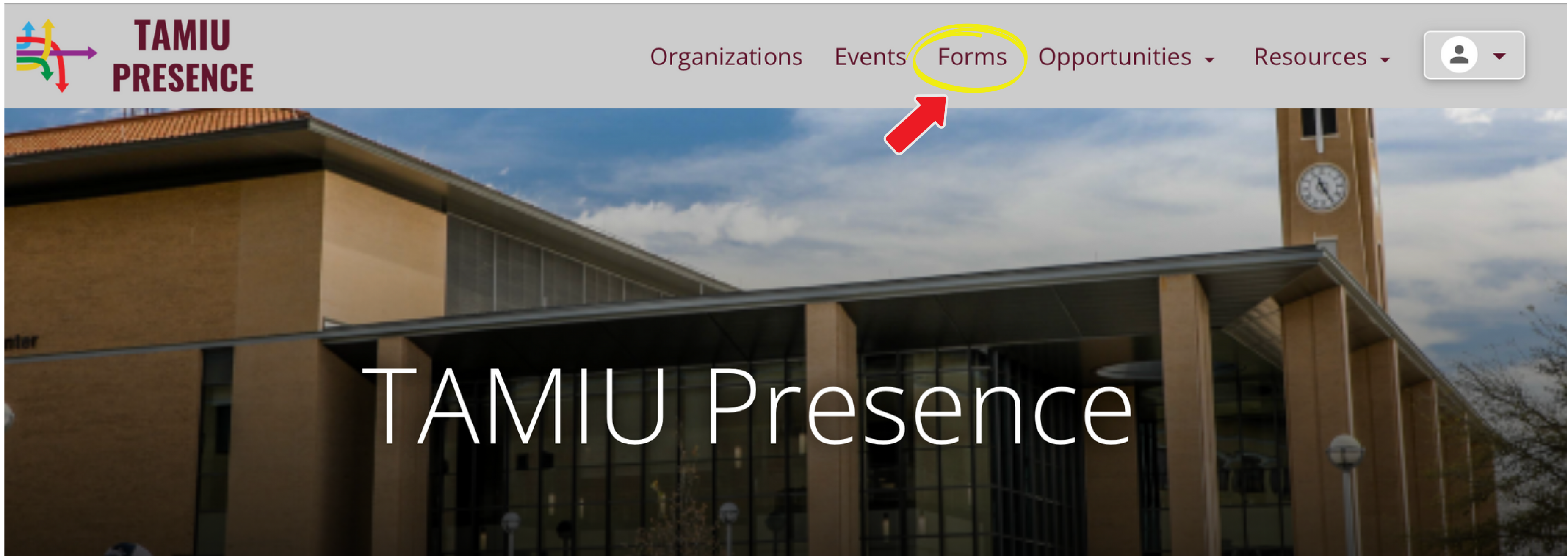
By continuing, you'll become a member of University Honors & Undergraduate Research Program.

[CANCEL](#) [CONFIRM](#)

[Details](#) [Contact](#) [Join](#) [Share](#)

**\*You must **join** the organization on TAMU PRESENCE in order for service hours to be successfully recorded.**

# Submitting Service Hours on TAMIU PRESENCE



**Click on “Forms”.**

# Submitting Service Hours on TAMIU PRESENCE

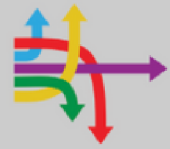
The screenshot shows the TAMIU PRESENCE website interface. At the top, there is a navigation bar with the logo on the left and menu items: Organizations, Events, Forms, Opportunities, and Resources. A user profile icon is on the right. Below the navigation bar is a large banner image of a building with the word 'Forms' centered in white text. Underneath the banner is a search bar labeled 'Search Forms'. Below the search bar is a table of forms. The first row of the table has a title 'Apply For Opportunity' circled in yellow, with a red arrow pointing to it from the right. The second row has a title 'Leadership Lab After Hours' and a description: 'Request keyless access to the Leadership Lab (STC 229) for up to 15 members of your organization.'

| Title                      | Description   |
|----------------------------|---|
| Apply For Opportunity      |   |
| Leadership Lab After Hours | Request keyless access to the Leadership Lab (STC 229) for up to 15 members of your organization. |

**Click on “Apply for Opportunity”.**



# Submitting Service Hours on TAMIU PRESENCE



TAMIU  
PRESENCE

Organizations

Events

Forms

Opportunities ▾

Resources ▾



Apply For Opportunity

Opportunity \*

Opportunity Type \*

Experience

Service Hours



Reference Name:

Dusty Email

Upload Proof of Participation



Reference email:

Upload File





Click on “Service Hours”.

# Submitting Service Hours on TAMIU PRESENCE


 **TAMIU PRESENCE**      Organizations   Events   Forms   Opportunities ▾   Resources ▾   

Apply For Opportunity [SUBMIT FOR APPROVAL](#) ▾

Opportunity \*

Opportunity Type \*  
Service Hours Service Hours \*  

Which program would you like to report your community service hours for?

- Honors/Scholarship Program 
- Student Organization
- Individual Service Hours
- TAMIU in the Community (Faculty/Staff)

**Click on “Honors/Scholarship Program”.**

# Submitting Service Hours on TAMIU PRESENCE

Please make sure prior to submitting your service hours, that you are a part of the honors/scholarship or student organization roster that applies to you by "Joining" the organization on the website. To do so, type the name of your organization on the search bar of the homepage on the Trailblazers website. Once in the organization's page, click "Join".

## Honor/Scholarship Programs

### Organizations

Office of Student Conduct and Community Engagement

SGA L.O.V.E. Committee

University Honors & Undergraduate Research Program



Select the **organization** you want the hours to be applied to.

**\*If you want to split your hours between two different organizations a seperate submission is required.**

# Submitting Service Hours on TAMIU PRESENCE

Date of Service Event

06/17/2023

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Name of Service Event

Volunteer



Name of Agency

Laredo Animal Protective Society

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Name of Verification Contact Name

Sandra Martinez

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Verification Contact Number

956-123-4567

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**Fill out the all details of the service event you attended.**


# Submitting Service Hours on TAMIU PRESENCE



Honor/Scholarship Programs

Organizations

University Honors & Undergraduate Research Program

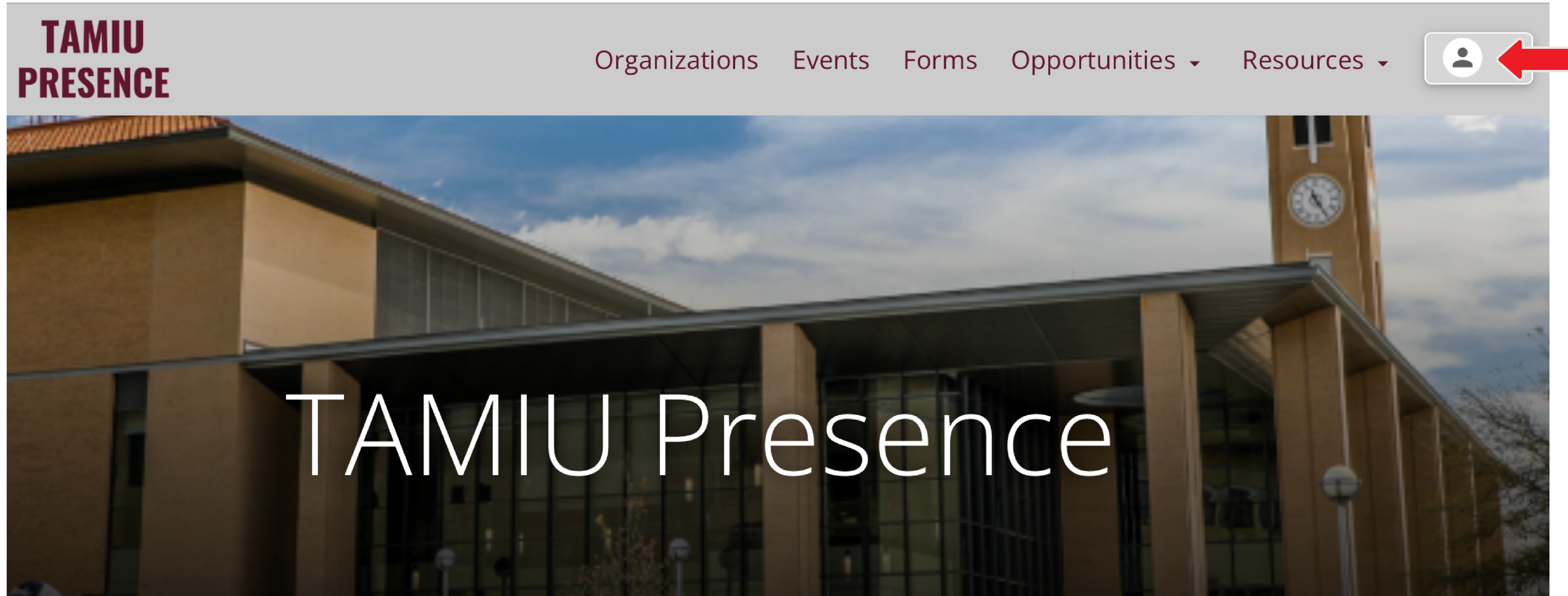
Proof of Service Hours (ex. Certificates/TAMIU Verification Timesheet Form/TAMIU On-going Community Service Log Form)

Upload File 



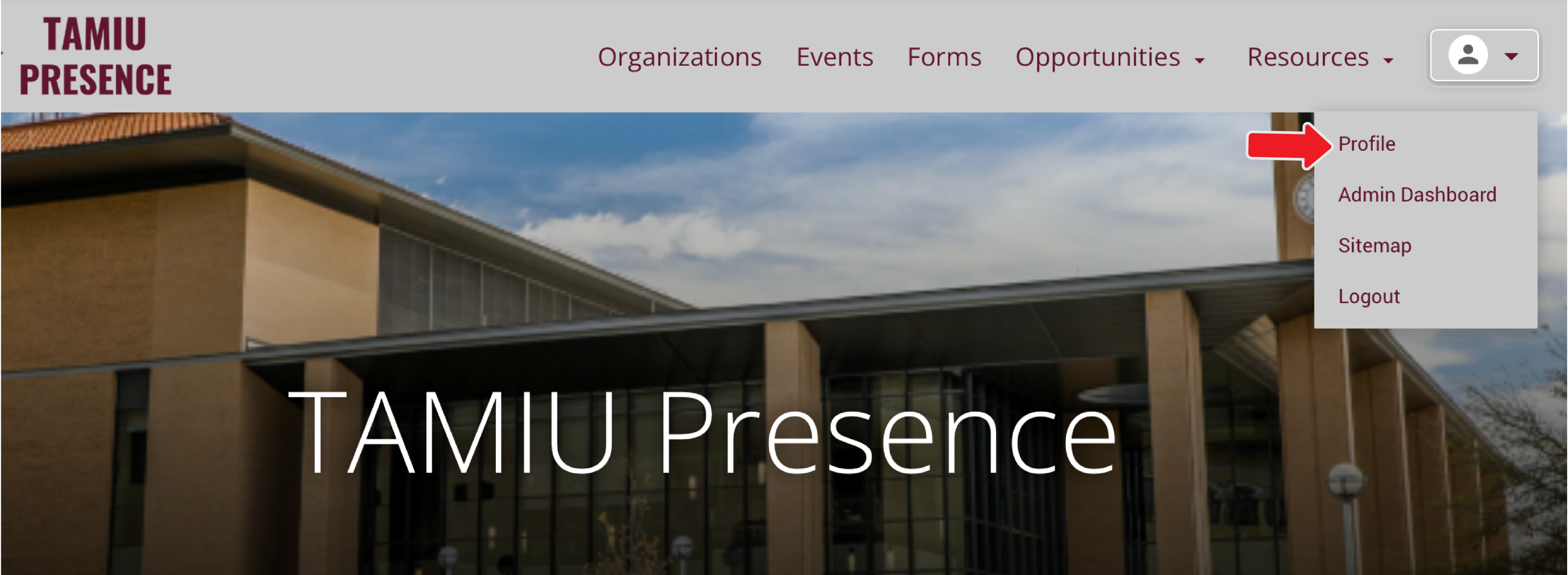
Upload any **PROOF** (Verification Timesheet Form, Certificate, Letter, etc.)

# Checking Status of Individual Service Hours on TAMIU PRESENCE



Click on the **circle icon** on the top right corner.

# Checking Status of Service Hours on TAMIU PRESENCE



Click on **“Profile”**.

# Checking Total of Service Hours on TAMIU PRESENCE

**TAMIU PRESENCE** Organizations Events Forms Opportunities Resources

## Priscilla Martinez

PROFILE EXPERIENCES RESPONSES SHARE

**Membership**

- TAMIU in the Community  
Advisor
- SGA L.O.V.E. Committee  
Advisor
- Office of Student Conduct and Community Engagement  
Advisor

**Service Hours**

0  
Service Hours

**Timeline**

APPLY FOR OPPORTUNITY

Search Timeline **DATES** **TYPE**

- ★ Advisor - TAMIU in the Community  
Membership 09/12/2023 at 1:21PM
- ★ Member - TAMIU in the Community  
Membership 09/12/2023 at 1:18PM
- ★ Member - University Honors & Undergraduate Research Program  
Membership 09/06/2023 at 9:16AM

**View your current status of Service Hours.**



# CONNECT WITH US!

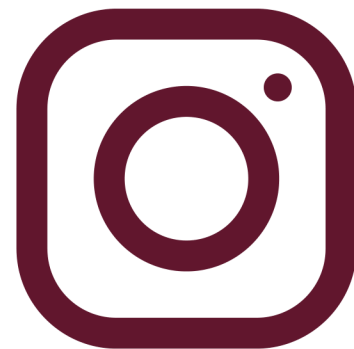
**OFFICE OF STUDENT CONDUCT AND COMMUNITY ENGAGEMENT**



**956.326.2265**



**scce@tamiu.edu**



**@txamiuscce**