

**HOW TO SUBMIT SERVICE**

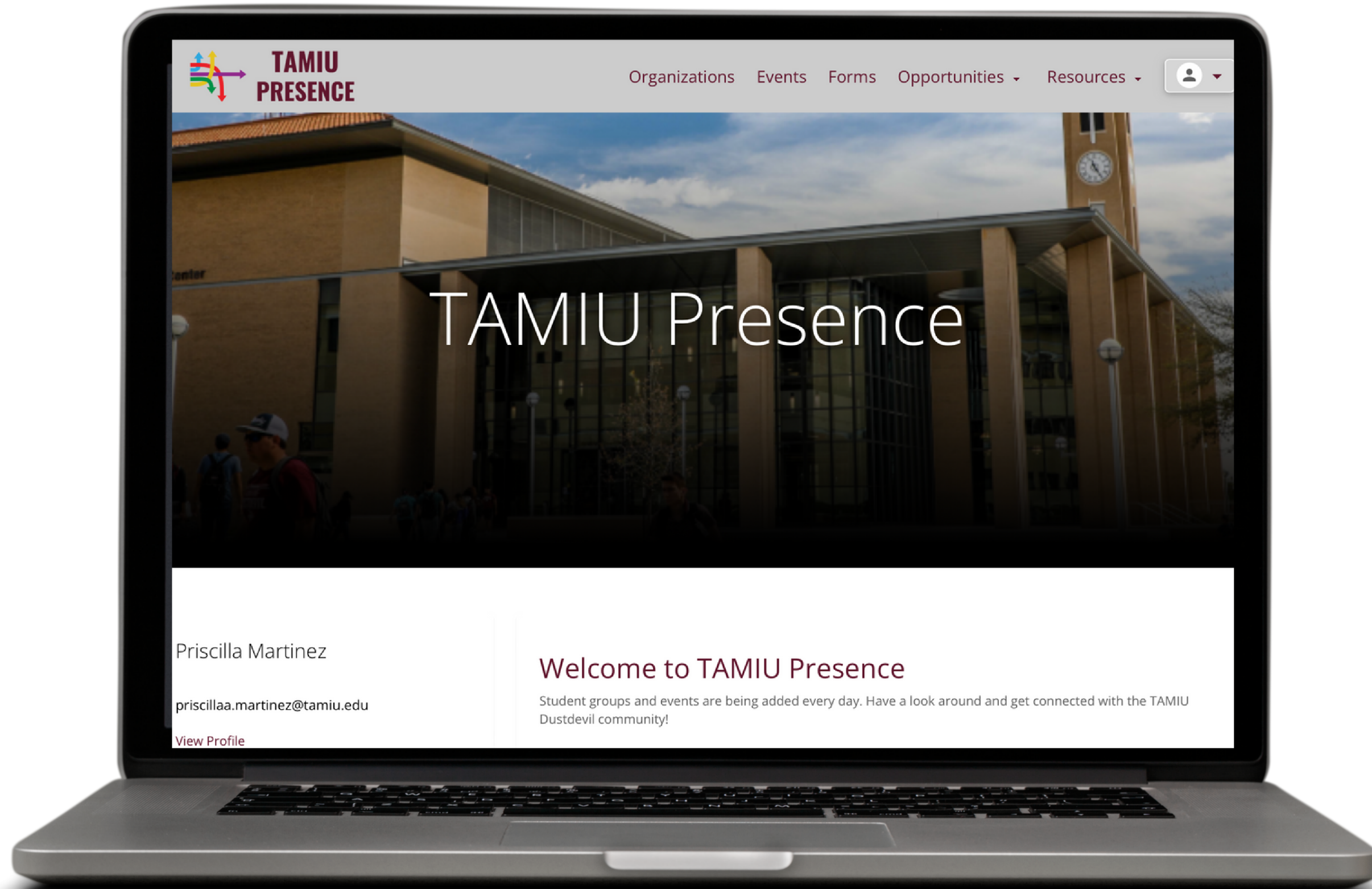
**HOURS ON TAMIU**

**PRESENCE FOR**

**STAFF/FACULTY**

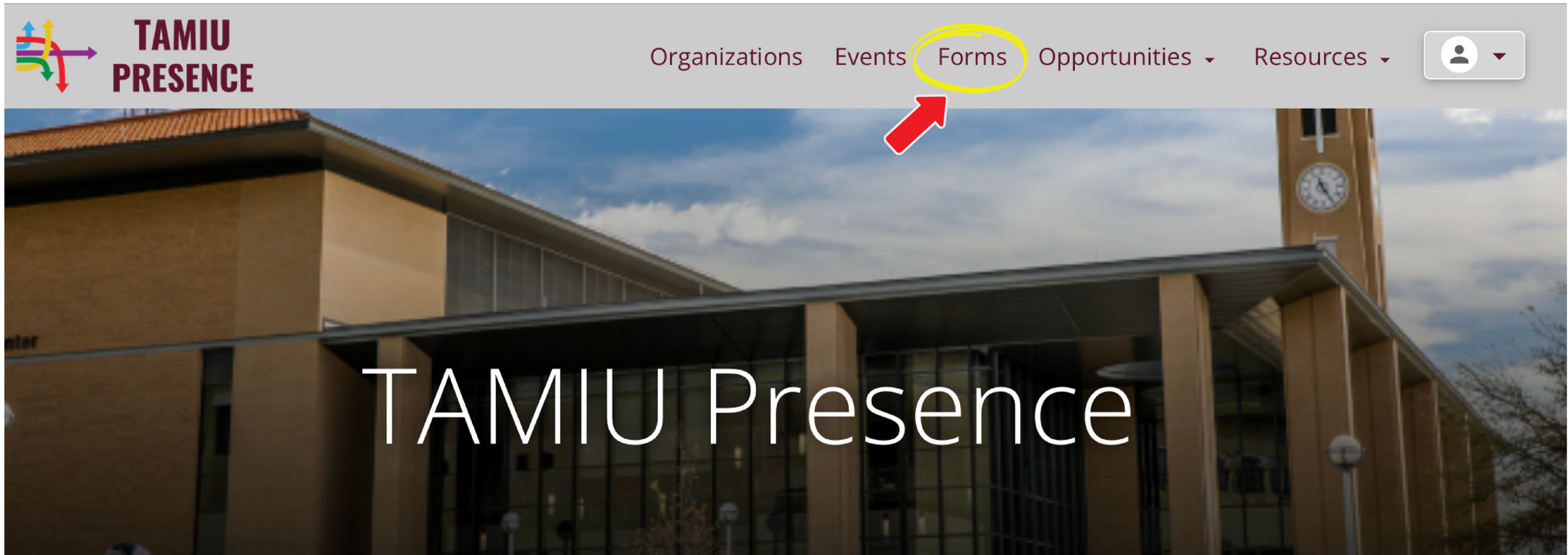


# TAMIU PRESENCE



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

# Submitting Service Hours on TAMIU PRESENCE



Click on “Forms”.

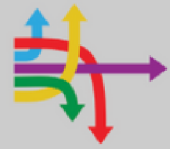
# Submitting Service Hours on TAMIU PRESENCE

The screenshot shows the TAMIU PRESENCE website interface. At the top 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. Below the navigation 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 with two columns: 'Title' and 'Description'. The first row in the table has 'Apply For Opportunity' in the 'Title' column, which is circled in yellow. A red arrow points to this text. The 'Description' column for this row is empty. The second row has 'Leadership Lab After Hours' in the 'Title' column and 'Request keyless access to the Leadership Lab (STC 229) for up to 15 members of your organization.' in the 'Description' column.

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


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 “TAMIU in the Community (Faculty/Staff)”.**

# 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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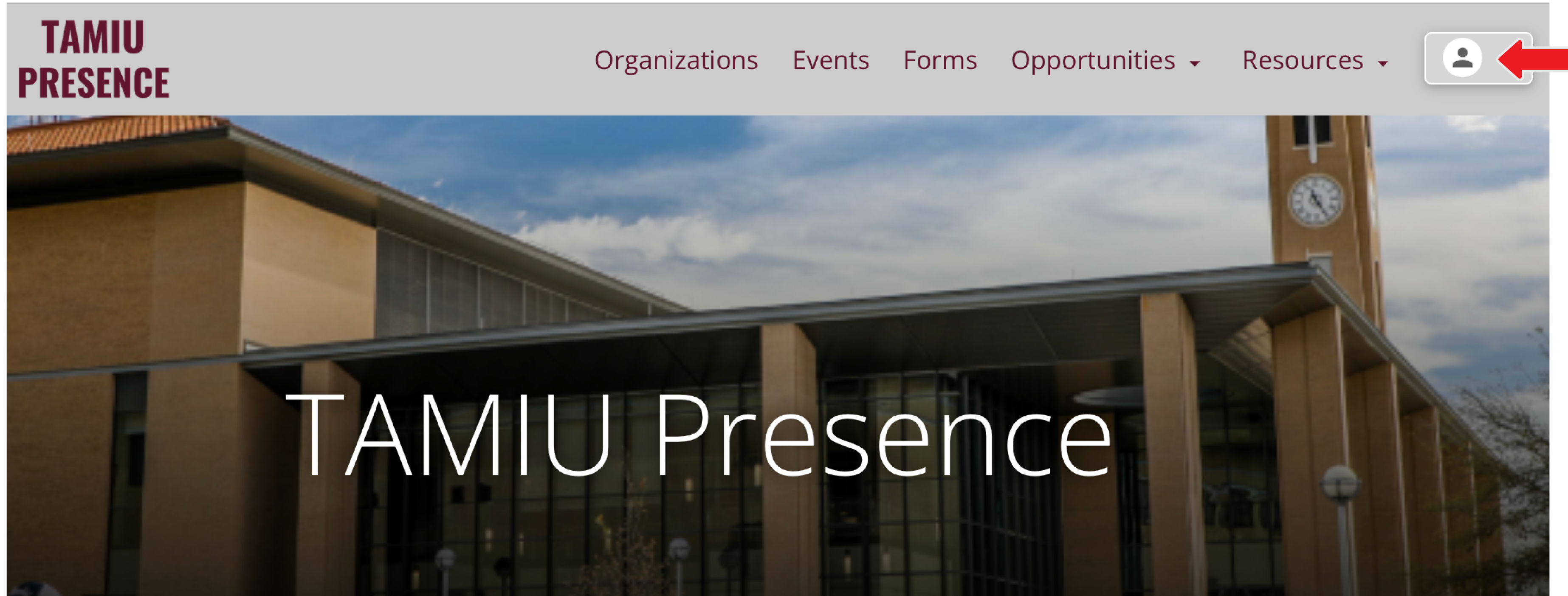
Verification Contact Number

956-123-4567

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

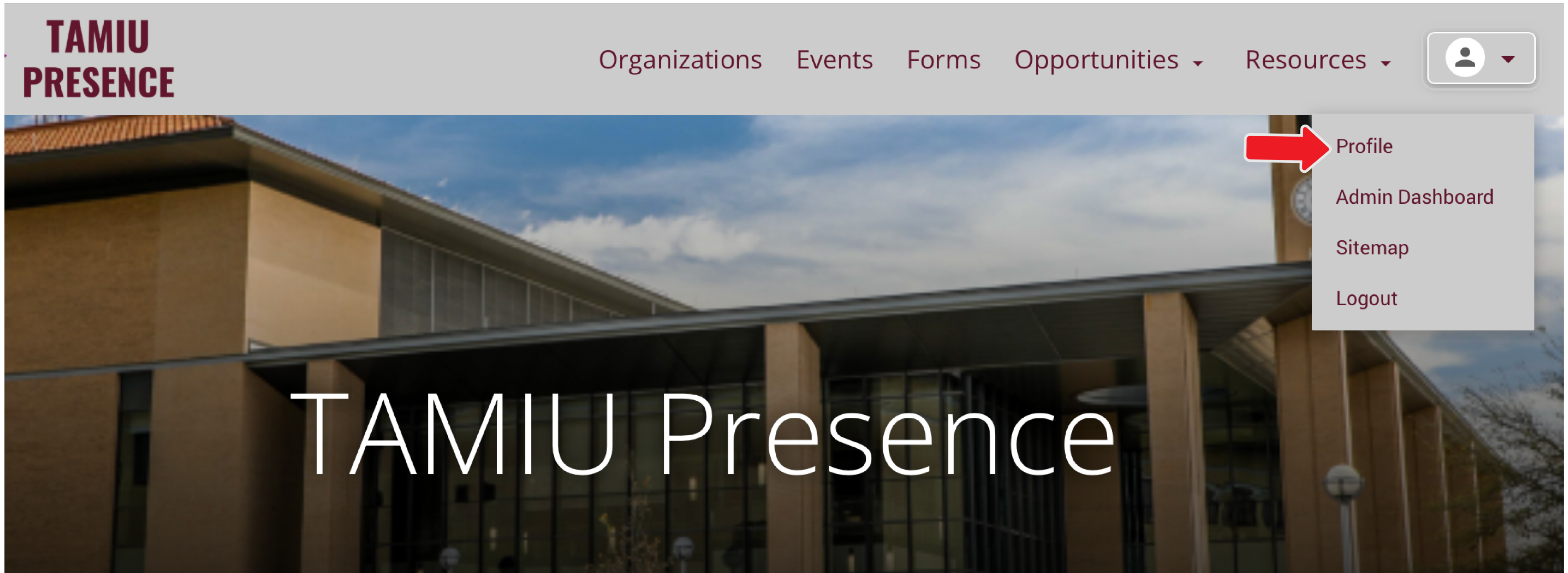
# Checking Status of Individual Service Hours on TAMIU PRESENCE



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



# Checking Status of Service Hours on TAMIU PRESENCE



Click on the circle icon and then 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!

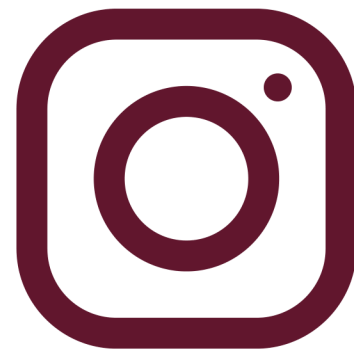
**OFFICE OF STUDENT CONDUCT AND COMMUNITY ENGAGEMENT**



**956.326.2265**



**scce@tamui.edu**



**@txamiuscce**