

**My Service Tab** - This tab allows you to do the following:

- **Service Summary** - This tab allows you to see your completed hours by date.
- **Claim Service** – This tab allows you to send a verification form to your agency supervisor
- **Pending Claims** – This tab allows you to see service hours not certified by your agency supervisor. (You can click on the **Remind** button to send supervisor a reminder.)
- **Organizations Served** – This tab allows you to see your service hours completed by organizations

### Service Summary Tab:

The screenshot shows a web browser window with the URL <https://volunteeraccess-dev.appspot.com/volprofile>. The page has a navigation bar with tabs: My Opportunities, My Service (selected), and Approved Service Locations. A 'Claim Service' button is visible in the top right, with a blue arrow pointing to it from a text box. Below the navigation bar, there are tabs for Service Summary, Pending Claims, Organizations Served, and Groups Served. The Service Summary tab is active, showing a table of service events. The table has columns for Service Event, Date, Organization, and Service Time. The table contains 12 rows of data. At the top right of the table area, it shows 'Validated Hours: 79.0' and 'Pending Hours: 30.0'. The Windows taskbar at the bottom shows several open applications, including Outlook, Volunteer Access, and Word.

Service Event	Date	Organization	Service Time
I volunteered to translate for diplomats in Manhattan during their annual assembly meeting.	3/23/2016	Roger Jackson High	10.0 Hours
I volunteered for a few hours each day during the summer helping campers out with various activities...	7/12/2015	Roger Jackson High	40.0 Hours
Volunteered.	7/4/2016	Org 1	2.0 Hours
volunteered.	7/5/2016	Org 4	5.0 Hours
Volunteered.	7/5/2016	Local Org Chapter 12	5.0 Hours
Volunteered.	7/2/2016	Org 1	2.0 Hours
volunteered.	7/6/2016	Org 4	2.0 Hours
I helped set up the annual Fight Against Leukemia fundraiser.	3/4/2016	Roger Jackson High	1.0 Hours
I moderated a forum with at risk children at the Roosevelt community center in Jacksonville.	3/17/2016	Roger Jackson High	5.0 Hours
Assisted in escorting veteran patients to their examination rooms.	3/24/2016	Roger Jackson High	3.0 Hours
Shoveling the Jacksonville Retirement Home Complex during the snow storm.	2/10/2016	Roger Jackson High	4.0 Hours

To submit a verification to your agency supervisor click here

**Claim Service Button:** After clicking on the **Claim Service** button you will see the form below. Complete this form and when you click on the **Submit** button it will be sent to your **agency's supervisor** for verification. If verified by the agency supervisor, the hours will be added to your Service Summary. If the supervisor **does not verify** you will receive an email with a reason from your agency supervisor.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://www.volunteeraccess.com/claimulsv>
- Browser Tabs:** "Inbox - jaypilnick@gmail.com", "PowerSchool", "Claim Service"
- Page Header:** "VA < My Opportunities / Claim Service" and a user profile "Kimberly" with a menu icon.
- Form Fields:**
  - Select the organization you did the service for:** A text input field with the placeholder "Type organization name".
  - Describe your service:** A large text area for describing the service.
  - About when did you do this?:** "On/From"  "to"
  - How much time did you spend doing this service?:**  hours and  minutes.
- Submit Button:** A blue button labeled "Submit".

The Windows taskbar at the bottom shows several open applications: Citrix XenApp - L..., SiriusXM Streami..., Calendar - jpilnic..., Claim Service - In..., Service Summary..., and Student Instructio... The system tray on the right shows the time as 8:50 AM on 6/16/2017.

**Pending Claims Tab:** On this page you will be able to see the status of your service claims. There will be three types of instructions (messages) that you may receive after you submit a claim:

1. Waiting for a supervisor to confirm this service - you can click the **Remind** button to send a reminder to the supervisor.
2. Supervisor declining service claim and your need to contact that supervisor.
3. Supervisor confirming service claim. The service hours will be added to your Community Service Profile.

The screenshot shows a web browser window with the URL <https://volunteeraccess-dev.appspot.com/listclaimed>. The page displays a 'Pending Claims' tab with a table of service claims. The table has columns for Description, Hours, Supervisor, and Instructions. Callout boxes with arrows point to specific rows in the table:

- Service Claim declined. Contact agency supervisor.** Points to a row where the supervisor has declined the claim.
- Service Claim confirmed and hours added to your profile.** Points to a row where the supervisor has confirmed the service.
- Waiting for confirmation. Click Remind to send a reminder.** Points to a row where the claim is still pending confirmation.

Description	Hours	Supervisor	Instructions
I cleaned up the tables after the annual fundraiser. I also helped count and organize all the contributions from the fundraiser.	2.0	Tim Jenkins	Waiting for supervisor to confirm this service. <span>Remind</span>
I helped escort patients to their examination rooms a few hours each Saturday.	16.0	Henry Urgo	Waiting for supervisor to confirm this service. <span>Remind</span>
milked cows	10.0	jay	The supervisor of this service has declined to confirm it. You should delete this claim, speak to the supervisor to clarify the situation, and then submit a new claim. <span>Delete</span>
served food	2.0	matt	The school representative has declined to validate this claim. You should delete this claim, speak to the school representative to clarify the situation, and then submit a new claim. <span>Delete</span>
Participated in several group activities with the community center members and started a dialogue about drug abuse prevention.	5.0	Linda Smith	Supervisor has confirmed this service. Waiting for the school representative to validate it. <span>Remind</span>
Volunteered for the Heritage Foundation	4.0	John Dox	Waiting for supervisor to confirm this service. <span>Remind</span>
Planted flowers in front of the school and removed weeds from perimeter of campus.	1.0	Herald Downs	Waiting for supervisor to confirm this service. <span>Remind</span>
I shoveled the driveway of my 75 year old neighbor, Mr. Hindel, during the snow storm.	2.0	John Hindel	Waiting for supervisor to confirm this service. <span>Remind</span>

**Organizations Served Tab:** This tab allows you to see your service hours completed by organization.

The screenshot shows a web browser window with the following elements:

- Address bar: <https://www.volunteeraccess.com/orgsserved>
- Browser tabs: "Inbox - jaypilnick@gmail.com...", "PowerSchool", "Volunteer Access"
- Page navigation: "My Opportunities", "My Service" (selected), "Approved Service Locations", "Claim Service" button, "Kimberly" user name.
- Sub-navigation: "Service Summary", "Pending Claims", "Organizations Served" (selected), "Groups Served"
- Table of Organizations Served:

Organization	Services	Date	Hours
Community High School	Pre-existing service by Kimberly Russo		244.0 Hours
Academy of American Poets	I read poems to 1st graders at the elementary school every week for 5 weeks.	1/1/2017	11.0 Hours
	This is the service I did.	2/1/2017	76.0 Hours
Generic Org 1	served	4/7/2017	5.0 Hours

The Windows taskbar at the bottom shows the following open applications: Citrix XenApp - L..., SiriusXM Streami..., Calendar - jpilnic..., Volunteer Access..., Servive Summary..., Student Instructio... The system tray shows the time as 8:54 AM on 6/16/2017.